



**NOTICE OF MEETING  
OF THE  
GOVERNING BODY OF  
COPPERAS COVE, TEXAS**

*An agenda information packet is available for public inspection  
in the Copperas Cove Public Library, City Hall and  
on the City's Web Page, [www.ci.copperas-cove.tx.us](http://www.ci.copperas-cove.tx.us)*

Notice is hereby given that a **Regular Council Meeting** of the City of Copperas Cove, Texas, will be held on the **21st day of July 2009 at 7:00 p.m.** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522, at which time the following subjects will be discussed:

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. ANNOUNCEMENTS**

**E. PUBLIC RECOGNITION**

1. Proclamations: Press Appreciation Day. **John Hull, Mayor**
  - Copperas Cove Leader Press
  - Cove Herald

**F. CITIZENS FORUM** At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

**G. CONSENT AGENDA:** All matters listed under this item are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Consideration and action on approval of minutes from the July 7, 2009 workshop (6:00 p.m.) council meeting. **Jane Lees, City Secretary**
2. Consideration and action on approval of minutes from the July 7, 2009 regular council meeting. **Jane Lees, City Secretary**

3. Consideration and action on approval of minutes from the July 7, 2009 workshop (8:30 p.m.) council meeting. **Jane Lees, City Secretary**
4. Consideration and action on awarding an RFP for the City of Copperas Cove lighting upgrade. **Tracy Molnes, Purchasing Officer**
5. Consideration and action authorizing to accept the sealed bids for Structural Firefighter Personnel Protective Equipment (PPE) and award the bid to Casco Industries. **Mike Baker, Fire Chief**
6. Consideration and action on granting Council Member Bill L. Stephens, Position 5, an excused absence for the August 4, 2009 Regular Council Meeting. **Jane Lees, City Secretary**

#### **H. PUBLIC HEARINGS/ACTION**

1. Public hearing and action on an ordinance amending the 2008-09 fiscal year budget for the City of Copperas Cove. **Wanda Bunting, Director of Financial Services**

#### **I. ACTION ITEMS**

1. Consideration and action on rescheduling the date of the August 18, 2009 City Council/Copperas Cove Economic Development Corporation (CCEDC) Workshop to another date. **Jane Lees, City Secretary**
2. Consideration and action to set a public hearing on City Manager's Proposed Budget for the 2009-2010 fiscal year. **Wanda Bunting, Director of Financial Services**
3. Consideration and action on authorizing the release of funds from the Hotel Occupancy Tax Fund to the Copperas Cove Chamber of Commerce to satisfy the quarterly installment due for period ending June 30, 2009. **Wanda Bunting, Director of Financial Services**
4. Consideration and action on authorizing the release of funds from the Hotel Occupancy Tax Fund to the Boys and Girls Club of Copperas Cove. **Wanda Bunting, Director of Financial Services**
5. Consideration and action on adopting a resolution approving the change in the tariffs of Atmos Energy Corporation. **Andrea M. Gardner, City Manager**
6. Consideration and action on establishing the 2010 Charter Review Committee and appointing citizen members to the committee. **Andrea M. Gardner, City Manager**

**J. REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**

1. Adopt-A-Unit update. ***Cheryl L. Meredith, Council Member Position 1***
2. Boys & Girls Club of Copperas Cove report. ***Francie Charles, Boys & Girls Club of Copperas Cove***
3. Chamber of Commerce second quarter report for calendar year 2009. ***Marty Smith, President, Copperas Cove Chamber of Commerce***

**K. ITEMS FOR FUTURE AGENDAS**

**L. EXECUTIVE SESSION**

1. Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee—Andrea M. Gardner, City Manager.
2. Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee—Jane Lees, City Secretary.

**M. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION**

**N. ADJOURNMENT**

The City Council reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (254) 547-4221, (254) 547-6063 TTY, or FAX (254) 547-5116 for information or assistance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Copperas Cove was posted at \_\_\_\_\_, **July 17, 2009**, on the glass front door of City Hall, a place convenient and readily accessible to the general public at all times.

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Jane Lees, TRMC, CMC  
City Secretary



**NOTICE OF WORKSHOP  
OF THE  
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COPPERAS COVE, TEXAS**

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City's Web Page [www.ci.copperas-cove.tx.us](http://www.ci.copperas-cove.tx.us)*

Notice is hereby given that a **Workshop** of the City of Copperas Cove, Texas will be held on the **21st day of July 2009**, at **8:30 pm** in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522 at which time the following subjects will be discussed:

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. WORKSHOP ITEMS**

1. Presentation and discussion on the Five-Year Capital Improvement Plan, 2010-2014. **Andrea M. Gardner, City Manager**
2. Provide direction to the City Manager regarding the Five-Year Capital Improvement Plan, 2010-2014. **Andrea M. Gardner, City Manager**

**D. ADJOURNMENT**

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\_\_\_\_\_  
Jane Lees, TRMC, CMC  
City Secretary



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City's Web Page [www.ci.copperas-cove.tx.us](http://www.ci.copperas-cove.tx.us)*

Notice is hereby given that a **Workshop** of the City of Copperas Cove, Texas will be held on the **21st day of July 2009**, at **6:00 p.m.**, in the City Hall Council Chambers at 507 South Main Street, Copperas Cove, Texas 76522 at which time the following subjects will be discussed:

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. WORKSHOP ITEMS**

1. Presentation and discussion of the FY 2010 proposed budget. **Andrea M. Gardner, City Manager**
2. Provide direction to the City Manager regarding the FY 2010 proposed budget. **Andrea M. Gardner, City Manager**

**D. ADJOURNMENT**

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (254) 547-4221, (254) 547-6063 TTY, or FAX (254) 547-5116 for information or assistance.

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\_\_\_\_\_  
Jane Lees, TRMC, CMC  
City Secretary



## PROCLAMATION

**WHEREAS,** The Texas Gulf Coast Press Association (TGCPA) was established in 1938 to promote the welfare of, encourage ethical practices in, and protect the interests of the newspaper publishing industry in the Gulf Coast Region of Texas; and

**WHEREAS,** The Texas Gulf Coast Press Association held the 71<sup>st</sup> Annual TGCPA Convention May 14-16, 2009 in Copperas Cove, Texas; and

**WHEREAS,** The Texas Gulf Coast Press Association conducted the 2009 Better Newspaper Contest; and

**WHEREAS,** The Copperas Cove Leader Press received First Place in Division III, General Excellence category; and

**WHEREAS,** The Copperas Cove Leader Press received Honorable Mention in the News Photo category.

**NOW, THEREFORE,** I, John Hull, Mayor of the City of Copperas Cove, Texas, do hereby proclaim July 21, 2009 as

### ***“Press Appreciation Day”***

in the City of Copperas Cove, Texas and urge all citizens to recognize the Copperas Cove Leader Press for its achievements in journalism and all members of the press for their important work.

**IN TESTIMONY WHEREOF,** I witness my hand and the Seal of the City of Copperas Cove, Texas, this 21st day of July 2009.

---

John Hull, Mayor

Attest:

---

Jane Lees, City Secretary



## PROCLAMATION

**WHEREAS,** The Texas Associated Press Managing Editors (TAPME) fosters the highest standards in journalism through professional development and support of student journalists; and

**WHEREAS,** The TAPME honors newspapers and journalists from around the state with awards in 29 general categories; and

**WHEREAS,** The annual TAPME Awards reward the best work in Texas journalism, including writing, design and photography; and

**WHEREAS,** The Cove Herald received First Place in the Class AA Division, Sports Feature Category for its coverage of Lady Dawgs Basketball and Bulldawg Football.

**NOW, THEREFORE,** I, John Hull, Mayor of the City of Copperas Cove, Texas, do hereby proclaim July 21, 2009 as

### ***“Press Appreciation Day”***

in the City of Copperas Cove, Texas and urge all citizens to recognize the Cove Herald for its achievements in journalism and all members of the press for their important work.

**IN TESTIMONY WHEREOF,** I witness my hand and the Seal of the City of Copperas Cove, Texas, this 21st day of July 2009.

---

John Hull, Mayor

Attest:

---

Jane Lees, City Secretary

**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
July 7, 2009 – 6:00 P.M.**

**A. CALL TO ORDER**

Mayor John Hull called the workshop meeting of the City Council of the City of Copperas Cove Texas to order at 6:00 p.m.

**B. ROLL CALL**

John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Chuck Downard  
Danny Palmer  
Bill L. Stephens  
Willie C. Goode  
Frank Seffrood

**ALSO PRESENT**

Andrea M. Gardner, City Manager  
Charles E. Zech, City Attorney  
Jane Lees, City Secretary

**C. WORKSHOP ITEMS**

1. Presentation and discussion on TxDOT traffic control phasing for the Southeast Bypass. **Richard L. Brown, P.E., Texas Department of Transportation**

Mr. Brown introduced Mr. Steve Templer, P.E., of HDR Engineering, who discussed the various phases and stages of construction. A preliminary traffic control plan narrative was provided, along with preliminary maps showing the traffic control plan phasing layout for each stage of the project. The narrative and maps are attached to and made a part of these minutes.

Mr. Brown answered questions from the City Council.

2. Provide direction to the City Manager regarding the TxDOT traffic control phasing for the Southeast Bypass. **Andrea M. Gardner, City Manager**

None.

**D. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 6:25 p.m.

\_\_\_\_\_  
John Hull, Mayor

ATTEST:

\_\_\_\_\_  
Jane Lees, TRMC, CMC  
City Secretary

**CITY OF COPPERAS COVE  
CITY COUNCIL REGULAR MEETING MINUTES  
July 7, 2009 – 7:00 P.M.**

**A. CALL TO ORDER**

Mayor John Hull called the regular meeting of the City Council of the City of Copperas Cove Texas to order at 7:00 p.m.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Reverend Wayne Sage, Minister of the Eastside Baptist Church, gave the Invocation and Mayor Hull led the Pledge of Allegiance.

**C. ROLL CALL**

**ALSO PRESENT**

John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Chuck Downard  
Danny Palmer  
Bill L. Stephens  
Willie C. Goode  
Frank Seffrood

Andrea M. Gardner, City Manager  
Charles E. Zech, City Attorney  
Jane Lees, City Secretary

**D. ANNOUNCEMENTS – None.**

**E. PUBLIC RECOGNITION**

1. Employee Service Awards. **Andrea M. Gardner, City Manager**

July 2009 Recipient, Bobby Boone, Heavy Equipment Operator was presented with his 5-year service pin by City Manager Gardner.

2. Certificate of appreciation: Copperas Cove Chamber of Commerce & Visitors Bureau. **John Hull, Mayor**

Mayor John Hull read the certificate of appreciation and presented it to Marty Smith, President of the Chamber of Commerce & Visitors Bureau. He stated that the City appreciated everything that the Chamber does for the City of Copperas Cove.

3. Proclamation: Watch Your Car Awareness Month. **John Hull, Mayor**

Mayor John Hull read the proclamation and presented it to Lt. Joey Canady of the Heart of Texas Auto Theft Task Force and Lt. Danny Austin of the Copperas Cove Police Department.

**F. CITIZENS' FORUM** At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

Clint Kaetzel, 1110 West Avenue B. Mr. Kaetzel stated that he had reported a code violation to the City and when City employees checked out his report, they informed the person who had called in the report of who had turned them in. Mr. Kaetzel said he did not think that City employees should discuss this information with people. He said that this has caused problems between him and his neighbors.

#### **G. CONSENT ITEMS**

1. Consideration and action on approval of minutes from the June 15, 2009 special council meeting. **Lisa Wilson, Alternate City Secretary**

2. Consideration and action on approval of minutes from the June 16, 2009 special council meeting. **Lisa Wilson, Alternate City Secretary**

3. Consideration and action on approval of minutes from the June 16, 2009 regular council meeting. **Stefanie Brown, Deputy City Secretary**

4. Consideration and action on a resolution authorizing the City Manager to apply for, accept, reject, alter or terminate a grant from the U.S. Department of Justice for a Bulletproof Vest Grant. **Tim Molnes, Police Chief**

5. Consideration and action on granting Council Member Frank Seffrood, Position 7, an excused absence for the July 21, 2009 Regular Council Meeting. **Jane Lees, TRMC, CMC, City Secretary**

8. Capital Improvement Projects Update. **Wesley Wright, P.E., City Engineer**

9. Consideration and action on authorizing the City Manager to continue as a member of the Oncor Cities Steering Committee. **Wanda Bunting, Director of Financial Services**

10. Financial report for the month ended May 31, 2009. **Wanda Bunting, Director of Financial Services**

Council Member Stephens requested item G-6 be removed from the Consent Agenda, and Council Member Palmer requested item G-7 be removed.

Council Member Downard made a motion to approve consent items G-1, G-2, G-3, G-4, G-5, G-8, G-9 and G-10. Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

6. Consideration and action on authorizing the release of funds from the Hotel Occupancy Tax Fund to the Boys and Girls Club of Copperas Cove. **Wanda Bunting, Director of Financial Services**

Wanda Bunting, Director of Financial Services, gave an overview of agenda item G-6.

Council Member Stephens made a motion to postpone item G-6 to the next regular meeting, when a Boys and Girls Club representative could be present. Council Member Goode seconded the motion, and with a unanimous vote, motion carried.

7. Report of activities, collections and costs associated with the opening of the Transfer Station on Saturdays during FY 2009. **Michael Mundell, Superintendent of Solid Waste**

Michael Mundell, Superintendent of Solid Waste, gave an overview of agenda item G-7.

Council Member Palmer made a motion to approve the report. Council Member Downard seconded the motion, and with a unanimous vote, motion carried.

#### H. PUBLIC HEARINGS/ACTION – None.

#### I. ACTION ITEMS

1. Consideration and action on reappointment and appointment of members to Positions One, Three, and Five and correction of term expiration of Position Four on the Board of Adjustment. **Andrea M. Gardner**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-1.

Council Member Seffrood made a motion to re-appoint Phillip Lavalis to Position One for a two-year term ending June 30, 2011. Council Member Goode seconded the motion, and with a unanimous vote, motion carried.

Council Member Downard made a motion to re-appoint Charles Hendricks to Position Three for a two-year term ending June 30, 2011. Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

Council Member Stephens made a motion to appoint Michael McDonnell to Position 5 for a two-year term ending June 30, 2011. Council Member Meredith seconded the motion, and with a unanimous vote, motion carried.

Council Member Palmer made a motion to correct the term of Frank Somera Jr., Position Four, to end June 30, 2010. Council Member Goode seconded the motion, and with a unanimous vote, motion carried.

2. Consideration and action on a resolution, repealing Resolution No. 2008-09, providing for an abatement of water and sewer fees for the YMCA Copperas Cove Family Center. **Willie C. Goode, City Council Member Position 6**

Willie C. Goode, Council Member Position 6, gave an overview of agenda item I-2.

Council Member Goode made a motion to rescind the water abatement to the YMCA upon approval of Resolution No. 2009-30. Council Member Stephens seconded the motion, and with a unanimous vote, motion carried.

The Resolution caption is as follows:

**RESOLUTION NO. 2009-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, REPEALING RESOLUTION NO. 2008-09, PROVIDING FOR AN ABATEMENT OF WATER AND SEWER FEES FOR THE YMCA COPPERAS COVE FAMILY CENTER.**

3. Consideration and action on a resolution, repealing Resolution No. 2008-10, providing for an abatement of water and sewer fees for the Boys & Girls Club of Copperas Cove. **Willie C. Goode, City Council Member Position 6**

Willie C. Goode, Council Member Position 6, gave an overview of agenda item I-3.

Council Member Goode made a motion to rescind the water abatement to the Boys and Girls Club of Copperas Cove upon approval of Resolution No. 2009-31. Council Member Stephens seconded the motion, and with a unanimous vote, motion carried.

The Resolution caption is as follows:

**RESOLUTION NO. 2009-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, REPEALING RESOLUTION NO. 2008-10, PROVIDING FOR AN ABATEMENT OF WATER AND SEWER FEES FOR THE BOYS & GIRLS CLUB OF COPPERAS COVE.**

4. Consideration and action on authorizing the Director of Financial Services to submit a ballot form for the approval of the amendments to Electric Reliability Council of Texas, Inc. (ERCOT) current Articles of Incorporation. **Wanda Bunting, Director of Financial Services**

Wanda Bunting, Director of Financial Services, gave an overview of agenda item I-4.

Council Member Palmer made a motion to approve agenda item I-4. Council Member Stephens seconded the motion, and with a unanimous vote, motion carried.

5. Consideration and action on authorizing the City Manager to submit an amendment request in connection with the Community Development Block Grant (CDBG) to the Office of Rural Community Affairs (ORCA), allowing the utilization of the uncommitted CDBG grant funds for the construction of additional wastewater collection system improvements located in and near the original target area. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-5.

Council Member Downard made a motion to approve agenda item I-5. Council Member Goode seconded the motion, and with a unanimous vote, motion carried.

6. Consideration and action on an ordinance amending Personnel Policy No. 120, Salary Program Administration. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-6. Council Member Palmer made a motion to approve agenda item I-6. Council Member Goode seconded the motion, and with a unanimous vote, motion carried.

The Ordinance caption is as follows:

**ORDINANCE NO. 2009-17**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING PERSONNEL POLICY NO. 120, SALARY PROGRAM ADMINISTRATION.**

7. Consideration and action on authorizing the Camp Live Oak improvement project through a partnership with the Copperas Cove Boy Scouts troop number 253. ***Ken Wilson, Director of Community Services***

Ken Wilson, Director of Community Services, gave an overview of agenda item I-7. Mr. Wilson introduced Anthony Spears, who presented his plans for an Eagle Scout project.

Council Member Seffrood made a motion to approve agenda item I-7. Council Member Stephens seconded the motion, and with a unanimous vote, motion carried.

**J. REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS – None.**

**K. ITEMS FOR FUTURE AGENDAS**

Council Member Youngs asked City staff to find out if there have been any other entities who received abatements for water and sewer. He also read a letter aloud from Trent Robinson, a young man who requested that sidewalks be built on Oak Hill Drive.

**L. EXECUTIVE SESSION – None.**

**M. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION**

**N. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 7:51 p.m.

\_\_\_\_\_  
John Hull, Mayor

ATTEST:

\_\_\_\_\_  
Jane Lees, TRMC, CMC  
City Secretary

**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
July 7, 2009 – 8:30 P.M.**

**A. CALL TO ORDER**

Mayor John Hull called the workshop meeting of the City Council of the City of Copperas Cove Texas to order at 8:30 p.m.

**B. ROLL CALL**

**ALSO PRESENT**

John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Chuck Downard  
Danny Palmer  
Bill L. Stephens  
Willie C. Goode  
Frank Seffrood

Andrea M. Gardner, City Manager  
Jane Lees, City Secretary

**C. WORKSHOP ITEMS**

1. Presentation and discussion on the Five-Year Capital Improvement Plan (CIP), 2010-2014. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager discussed the following CIP items with the City Council:

Street Projects—

- a. South 1st Street – reconstruction moved to 2011 – funding will come from the General Fund.
- b. West Avenue F – reconstruction funded in 2011 with GO bonds – will go to voters for approval in the May 2010 General Election.
- c. Pecan Cove Road – reconstruction funded in 2012 with GO bonds – will go to voters for approval in the May 2010 General Election.
- d. Grimes Crossing Road – reconstruction funded in 2013 with GO bonds – will go to voters for approval in the May 2010 General Election.
- e. Rolling Hills Street – reconstruction funded in 2014 with GO bonds – will go to voters for approval in the May 2010 General Election.
- f. Lutheran Church Road – reconstruction approved by voters in the November 2008 Special Election – debt will be issued in August 2009.
- g. Southeast Bypass – leave in CIP as is until the City is able to obtain better information from TxDOT.
- h. Northeast Bypass – leave in CIP as is until the City is able to obtain better information from TxDOT.
- i. FM1113 sidewalk phase 2 – funded in 2013 with COs.
- j. Bradford Drive Extension phase 1 – City already has \$247K for this project – will issue \$153K in COs in 2010.
- k. FM116 sidewalk project moved to 2013 to be funded with COs.

Drainage Projects—

- a. South 25th to 31st Street – \$715,300 funded by FEMA and ORCA. Additional inlets to be funded with operating funds from the Drainage Fund.
- b. Colorado Drive – stemwall construction in 2011 – HMGP funding requested and COs.
- c. Curry Street – drainage improvements scheduled for 2011 with COs.
- d. Walker Place – drainage improvements – funded with COs in 2011 and will repay debt with Drainage Fund revenues. City Council requested to move this project to 2014.
- e. Western Hills – drainage scheduled for 2013 – funded with COs – to be repaid with Drainage Fund.
- f. Hughes Gardens – move to 2011.
- g. Circle Drive – Application pending with FEMA for the project. Currently planned for 2014 let.
- h. Rolling Heights – 50% of funding is secure and the remaining fund will be provided with operating funds from the Drainage Fund.
- i. Deer Flat – City Council requested this project be moved to 2014 and use the design phase money for 2010 for the intersection at Texas and Golf Course Road to design a better crossing for the children.
- j. Martin Walker school area – funded for 2010.

2. Provide direction to the City Manager regarding the Five-Year Capital Improvement Plan, 2010-2014. **Andrea M. Gardner, City Manager**

The City Council gave direction on the above projects as they were presented above. In addition, a sidewalk project estimate was requested for Veteran's Avenue from 31st Street to 5th Street.

The next CIP workshop was scheduled for after the July 21, 2009 Regular Council Meeting. Topics of discussion will be Water/Sewer and Solid Waste projects with the understanding that if time permitted a smaller category of projects may be discussed at the Council/Administration Planning Meeting scheduled for July 16, 2009.

**D. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 9:55 p.m.

\_\_\_\_\_  
John Hull, Mayor

ATTEST:

\_\_\_\_\_  
Jane Lees, TRMC, CMC  
City Secretary

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. G-4

Contact – Tracy Molnes, Purchasing Officer, 547-4221  
tmolnes@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on awarding an RFP for the City of Copperas Cove lighting upgrade.**

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#### 1. BACKGROUND/HISTORY

Texas House Bill 3693 and Senate Bill 12, passed in 2007, requiring public school districts and cities to develop a plan to substantially reduce electric usage over the next five years. The City of Copperas Cove entered into the 2008 CitySmart Program sponsored by Oncor Electric Delivery on November 2007. Since November of 2007 the City has worked closely with Oncor and CLEARResults, Inc. to develop a plan aimed at improving the energy efficiency of city owned buildings located in the service territory. City staff and CLEARResults, Inc. analyzed the lighting in all City facilities. It was determined 12 buildings were in need of the upgrade.

#### 2. FINDINGS/CURRENT ACTIVITY

City staff advertised on May 8, 2009 and May 15, 2009 and the Request for Proposals were due by May 28, 2009 at 2:00 p.m.

Documents were distributed to ten vendors. Proposals were received from AC Electric, of Temple, TX, Atkinson Electric of Copperas Cove, TX, C & M Electric of Temple, TX, Essential Energy Services of Denton, TX, Grass Electric of Temple, TX, MRT Lighting of Houston, TX, National Lighting & Energy Service of Lewisville, TX, Stillhouse Electric of Belton, TX, and TM Electric of Copperas Cove, TX. A summary of the bids is attached for your review.

#### 3. FINANCIAL IMPACT

The funds for this lighting upgrade were approved in the October 2008 Tax Note issuance in the amount of \$57,800. The lowest complete proposal of \$49,837 would leave a balance of \$7,963 for contingency.

#### 4. ACTION OPTIONS/RECOMMENDATION

City staff recommends awarding RFP No. 2009-07-75, for the City of Copperas Cove Lighting Upgrade to the lowest complete proposal, Stillhouse Electric.

## Copperas Cove Lighting Retrofit Bid Analysis

Contractor	Price	All Inclusive	Comments	Thorough Application	Similar Projects	Correct Lamps	Correct Ballast	High Bay Fixture	Decorative Fixture	8' Conversion Kit
AC Electric	56,065	Yes	B2, C1	No	D1	No Info	No Info	Yes, FBF Series	Yes, Scott	Yes
Atkinson Electric	83,709	Yes	B4	No	Yes	No Info	No Info	No Info	Yes, Scott	No Info
C & M Electrical	42,564	Yes	B3, C2	No	Yes	No Info	No Info	No Info	No Info	No Info
Essential Energy Services	63,403	Yes	B1, C3	Yes	Yes	No, E2	Yes, Advanced	Yes, MJA Series	Yes, Renaissance	Yes
Grass Electric	50,238	No	B3, C3	No	No	No Info	No Info	Yes, I-Beam	No Info	Yes, F1
MRT Lighting	36,588	Yes	B1, C2	No	Yes	No Info	No Info	No Info	No Info	Yes
National Lighting & Energy Services	47,676	Yes	B1, C2	No	Yes	No Info	No Info	Yes, HBW Series	Yes, Renaissance	No Info
Stillhouse Electrical	49,837	Yes	B1, C1	Yes	Yes	No, E1	Yes, GE Ultra	Yes, HBG Series	Yes, Melrose	Yes
TM Electric	114,500	No, A1	No Info	No	No	No Info	No Info	No Info	No Info	No Info

Comments:

- A1: No specifics given in this application
- B1: Generally even in pricing in all areas.
- B2: Generally even; One price fits all for basic fixtures & a bit pricey
- B3: Good basic retrofit pricing
- B4: Mixed pricing and somewhat pricey
- C1: Broken sockets are a bit pricey. Minor issue
- C2: Decorative fixtures may be underpriced
- C3: Decorative replacement fixtures are priced very high
- D1: References give, but no project detail. Not necessarily a negative indication
- E1: Good, high output lamp; wrong color, fairly easy substitution
- E2: Good color; could have selected the F32T8XLSPX50HCVG lamp for higher requested output. Not a bad choice though
- F1: Replacement indicated rather than retrofit kit

**ATTACHMENT A FACILITY REQUIREMENTS**

<b>Building</b>	<b>Existing</b>	<b>Count</b>	<b>New</b>	<b>Ballast</b>	<b>Note</b>
<b>Fire Station #2</b>	8' 2-lamp	6	4' 4-lamp	NLO Ballast	A
	8' 2-lamp	1	4' 2-lamp	RLO Ballast	B
	4' 4-lamp	7	4' 2-lamp	RLO Ballast	
	incandescent	9	23 W Screw-in CFL		
<b>Civic Center</b>	8' 2-lamp	10	4' 2-lamp	RLO Ballast	B
	4' 4-lamp	90	4' 2-lamp	RLO Ballast	
	incandescent	5	23 W Screw-in CFL		
<b>City Hall</b>	8' 2-lamp	0	4' 4-lamp	NLO Ballast	A
	8' 2-lamp	2	4' 2-lamp	RLO Ballast	B
	4' 4-lamp	109	4' 2-lamp	RLO Ballast	
	4' 2-lamp	14	4' 2-lamp	RLO Ballast	
	2 U-lamp	2	2 U-lamp		
	incandescent	2	23 W Screw-in CFL		
	300 W incandescent	7	44 W Screw-in CFL		
<b>Fleet Services</b>	8' 2-lamp	9	4' 2-lamp	RLO Ballast	B
	incandescent	3	23 W Screw-in CFL		
	400 W metal halide	13	4' 6-lamp	VHLO Ballast	C
<b>Main Fire Station</b>	8' 2-lamp	7	4' 2-lamp	RLO Ballast	B
	4' 4-lamp	15	4' 2-lamp	RLO Ballast	
	4' 3-lamp	51	4' 2-lamp	RLO Ballast	
	4' 2-lamp	21	4' 2-lamp	RLO Ballast	
	incandescent	9	23 W Screw-in CFL		
	26W multi-pin CFL	8	26W multi-pin CFL		
	250 W metal halide	12	4' 4-lamp	NLO Ballast	D
	1000 W metal halide	2			E
<b>Library</b>	4' 4-lamp	73	4' 2-lamp	RLO Ballast	
	4' 3-lamp	42	4' 2-lamp	RLO Ballast	
	4' 2-lamp	87	4' 2-lamp	RLO Ballast	
	incandescent	4	23 W Screw-in CFL		
	26W multi-pin CFL	16	26W multi-pin CFL		
	1000 W metal halide	12			E
<b>Municipal Court</b>	4' 4-lamp	4	4' 2-lamp	RLO Ballast	
	4' 3-lamp	92	4' 2-lamp	RLO Ballast	
	4' 2-lamp	4	4' 2-lamp	RLO Ballast	
	incandescent	17	23 W Screw-in CFL		
<b>Police Station</b>	4' 4-lamp	29	4' 2-lamp	RLO Ballast	
	4' 2-lamp	34	4' 2-lamp	RLO Ballast	
	2 U-lamp	7	2 U-lamp		
	incandescent	6	23 W Screw-in CFL		

<b>Utilities Department</b>	4' 4-lamp	54	4' 2-lamp	RLO Ballast	
	4' 2-lamp	1	4' 2-lamp	RLO Ballast	
	incandescent	6	23 W Screw-in CFL		
<b>Firestation #3</b>	4' 4-lamp	13	4' 2-lamp	RLO Ballast	
	2 U-lamp	2	2 U-lamp		
	incandescent	2	23 W Screw-in CFL		
	400 W metal halide	7	4' 6-lamp	VHLO Ballast	C
<b>Public Works</b>	4' 4-lamp	19	4' 2-lamp	RLO Ballast	
	4' 2-lamp	5	4' 2-lamp	RLO Ballast	
	incandescent	2	23 W Screw-in CFL		

Note A: Requires fixture kit - creates a 4-lamp fixture having two lamps end to end

Note B: Requires fixture kit - creates a 2-lamp fixture having lamps end to end

Note C: Requires new 6-lamp T8HO fixture

Note D: Requires new 4-lamp T8 fixture

Note E: Requires kit or replacement fixture e.g. SPI Lighting RIP1058-2F39

<http://www.spilighting.com/Products/Product.aspx?func=fixture&fixture=rip1058&xslt=Product.xslt>

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. G-5

Contact – Mike Baker, Fire Chief, 547-2514

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**SUBJECT:** Consideration and action authorizing to accept the sealed bids for Structural Firefighter Personnel Protective Equipment (PPE) and award the bid to Casco Industries.

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**1. BACKGROUND/HISTORY**

The Texas Commission on Fire Protection, Emergency Funding Program awarded a grant in the amount of \$15,000 to the Copperas Cove Fire Department to purchase ten (10) complete sets of PPE. The grant contract required that sealed bids be acquired for the purchase.

**2. FINDINGS/CURRENT ACTIVITY**

The Copperas Cove Fire Department through the Purchasing officer of the City of Copperas Cove advertised for and received sealed bids for the PPE requested. Two (2) bids were received on time and in substantial compliance with the specifications. Casco Industries bid \$14,999.91 and Dooley Tackaberry bid \$18,300.

**3. FINANCIAL IMPACT**

The City of Copperas Cove will actually save \$15,000 with the utilization of grant funds to purchase the needed equipment for the protection and safety of our firefighters. No City funds will be spent on the purchase, as there are no matching funds required for the grant.

**4. ACTION OPTIONS/RECOMMENDATION**

City staff recommends the City Council approve the bid of Casco Industries for \$14,999.91 to purchase ten (10) sets of PPE.

NAME OF BIDDER/PROPOSER	CASCO INDUSTRIES			DOOLEY TACKABERRY		
	Make/Model	Unit Price	Unit Price	Make/Model	Unit Price	Unit Price
JACKET	Globe	\$ 701.01	\$7,010.10	Morning Pride	\$ 889.00	\$8,890.00
HIGH BACK TROUSERS	Globe	\$ 472.53	\$4,725.30	Morning Pride	\$ 610.00	\$6,100.00
HOODS	PGI	\$ 22.19	\$221.90	Majestic	\$ 18.00	\$180.00
HELMETS	Cairns	\$ 162.97	\$1,629.70	Bullard FX	\$ 150.00	\$1,500.00
GLOVES.	Shelby	\$ 46.00	\$460.00	Blaze Fighter	\$ 63.00	\$630.00
BOOTS	Thorogood	\$ 95.00	\$950.00	Thorogood	\$ 100.00	\$1,000.00
TOTAL			\$14,997.00			\$18,300.00

I hereby certify that this is a correct and true tabulation of all bids received.

Tracy Molnes

Tracy Molnes, Purchasing

7/7/2009

Date

Contract Number 09-0091

**FIRE DEPARTMENT EMERGENCY PROGRAM**

*STATE OF TEXAS  
COUNTY OF TRAVIS*

**SECTION 1. PARTIES TO AND PURPOSE OF CONTRACT**

This contract, which includes Exhibits A through C, is made and entered into by and between the Texas Commission on Fire Protection, an agency of the State of Texas, hereinafter referred to as "TCFP," and the Copperas Cove FD hereinafter referred to as "Contractor."

The purpose of this contract is to provide a grant to the contractor as follows: 5 A&M fire school scholarships \$3,875; 10 sets bunker gear \$15,000 Items acquired will closely match the specifications described in the application submitted by contractor and contained herein as Exhibit A.

**SECTION 2. AMOUNT AND METHOD OF DISBURSEMENT**

A. The total amount of the award pursuant to this contract shall not exceed \$18,875.

B. Contractor must complete any applicable bidding requirements in compliance with applicable law, and submit to the TCFP copies of bidding and other related documents as explained in Exhibits B and C. Only after receipt and approval of these documents by the TCFP shall the TCFP prepare documentation necessary to issue a state treasury warrant to the contractor for the amount of the award made by contractor.

C. Notwithstanding any other provision in this contract, it is expressly understood that TCFP's liability for disbursing funds under the terms of this contract is contingent upon there being adequate state funds available to TCFP.

**SECTION 3. TIME LIMIT REQUIREMENTS AFTER CONTRACT EXECUTION**

A. One copy of the executed contract must be returned to the TCFP by May 29, 2009. If the contract is not received in our office by May 29, 2009, the contract and awards shall be considered null and void and the funds will not be disbursed to the contractor and will be returned to the program.

B. Bids (Exhibit C) must be received in the TCFP office by June 19, 2009. If the bids are not received by June 19, 2009, the contract and awards shall be considered null and void and the funds will not be disbursed to the contractor and will be returned to the program.

C. Copies of canceled checks and invoices must be received by the TCFP within one hundred and twenty days of contract execution (signing).

**SECTION 4. RETENTION AND ACCESSIBILITY OF RECORDS**

A. Contractor shall maintain records and supporting documentation for activity under this contract as follows:  
1) a copy of the application submitted for assistance under this program (Exhibit A).  
2) an original of this contract;

- 3) original bidding and related documents as explained in Exhibits B and C;
- 4) bank records which clearly identify all deposits and expenditures related to this contract;
- 5) original invoices for all items purchased or acquired;
- 6) originals of all purchase contracts;
- 7) all correspondence sent or received by contractor.

B. Contractor acknowledges that the Auditor of the State of Texas, and TCFP, or any of their duly authorized representatives, have access to and the right to examine all books, accounts, records, files, and other papers, things or property belonging to or in use by contractor pertaining to this contract. Contractor agrees to maintain all such items for a minimum of two years after the expenditure of funds pursuant to this contract.

C. Contractor shall include the substance of this Section 4 in any purchase contracts it may execute.

## **SECTION 5. REPORTING REQUIREMENT**

A. Contractor shall submit to TCFP any additional reports on the operation and performance of this contract as may be required by TCFP.

B. Contractor shall submit to TCFP **legible copies of invoices and canceled checks** for all items purchased or acquired in whole or in part as a result of the financial assistance provided by this contract.

C. Contractor acknowledges that the TCFP may monitor this contract by on-site inspection or other appropriate means within one year of the distribution of funds to the Contractor.

## **SECTION 6. ASSURANCES**

Contractor assures the TCFP the following:

A. Regular reporting through the Texas Fire Incident Reporting System (TEXFIRS).

B. Contractor will fully participate in a certification program approved by the TCFP.

C. Contractor will not sell, convey or otherwise encumber property purchased or acquired under the terms of this contract without prior written approval of TCFP.

D. Contractor will comply with all applicable state, federal and local laws and ordinances.

E. **Contractor will provide its own liability insurance, and property insurance coverage on items purchased or acquired pursuant to this contract in amounts necessary to equal the amount of funds distributed under this contract.**

F. Contractor assures the TCFP that Contractor has the legal authority to execute this contract.

**SECTION 7. CONSEQUENCES OF DEFAULT OR OTHER VIOLATION OF TERMS**

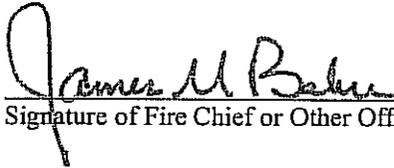
A. In the event Contractor fails to comply with any term of this contract as determined by TCFP, TCFP may suspend and terminate this contract in whole or in part. Notwithstanding any other provision of this contract, it is explicitly understood that Contractor is directly liable for any expenditures which may be made by Contractor in violation of this contract and that TCFP may demand repayment by Contractor of a part, or all, such invalid expenditures.

B. In the event of failure to comply with the provisions of this contract, venue for enforcement action will be Travis County except as otherwise allowed by law.

**SECTION 8. CHANGES AND AMENDMENTS**

Any alterations, additions or deletions to the terms of this contract shall be by amendment hereto in writing and executed by both parties to this contract.

Approved and accepted on behalf of the **Copperas Cove FD**

  
Signature of Fire Chief or Other Official

FIRE CHIEF  
(title)

15 MAY 09  
Date

JAMES M. BAKER  
Printed Name of Fire Chief or Other Official

FIRE CHIEF  
(title)

Approved and accepted on behalf of the TCFP:

  
Gary L. Warren, Sr. Executive Director

5/11/09  
Date

**DO NOT FAX**

Mail to: Emergency Funding Program  
Tx. Comm. on Fire Protection  
P.O. Box 2286  
Austin, Tx 78768-2286

## EXHIBIT B

### PROCUREMENT STANDARDS

The following explains standards and guidelines for purchasing or acquiring fire fighting apparatus, equipment, construction or renovation of fire stations and training under assistance provided by the Fire Department Emergency Program.

This information is being provided to ensure that all such items are obtained efficiently and economically and in compliance with applicable law.

Procurement may be made by one of the following methods:

1. **Small Purchases** - purchase of items which cost, in the aggregate (total contract award), not more than \$10,000. Price quotes from at least three sources must be obtained, and reasons for the award made described, on the "Bidding Record for Items Less than \$10,000" form shown in Exhibit C.
2. **Competitive Sealed Bids** - must be used for items which, in the aggregate (total contract award), total more than \$10,000; may be used for items of any cost total. Sealed bids are publicly solicited and publicly opened and a firm, fixed price contract is awarded to the most responsible bidder. The competitive sealed bids process must include the following:
  - a) a complete, adequate and realistic specification or purchase description;
  - b) two or more responsible suppliers willing and able to compete;
  - c) the procurement lends itself to a firm, fixed-price contract, and the selection can be made primarily on the basis of price;
  - d) bids should be solicited from known suppliers and publicly advertised for at least seven days prior to opening the bids;
  - e) the invitation for bids (the advertisement) must clearly define the items being solicited in order for the bidders to properly respond to the invitation and must state the time and location that the bids will be publicly opened
  - f) a firm, fixed-price contract award shall be made in writing to the responsible bidder whose bid, conforming to the invitation for bids, is lowest.

During the bid process, discussion of price ranges with bidders is not allowed. All bids may be rejected if none conform to the specifications or if all exceed the amount of funds available to the Contractor for particular items.

3. **Noncompetitive Negotiation (Sole Source)** - purchase of items by negotiations with only one supplier, or, after solicitation from several sources, competition is deemed inadequate. Noncompetitive negotiation, or sole source procurement, is allowed under the following circumstances:
  - a) the item is available from only one source; or
  - b) emergency situations where the urgency for purchasing items will not permit time for the competitive process; or
  - c) after solicitation from several sources, competition is deemed inadequate.

EXHIBIT C

BIDDING RECORD FOR ITEMS LESS THAN \$10,000  
(Individual items over \$10,000 need newspaper publication requesting sealed bids)

Copperas Cove FD #09-0091

Description of items to be purchased:

10 COMPLETE SETS OF P.P.E.

Contacts Made:

- 1. CASCO INDUSTRIES 07 JUL 09  
Name of firm/supplier (#1) Date Contacted BIDS OPENED  
\_\_\_\_\_  
Name of Person Contacted Total Quoted Accurate Price
- 2. DOOLEY TACKABERRY 07 JUL 09  
Name of firm/supplier (#2) Date Contacted BIDS OPENED  
\_\_\_\_\_  
Name of Person Contacted Total Quoted Accurate Price
- 3. \_\_\_\_\_  
Name of firm/supplier (#3) Date Contacted \_\_\_\_\_  
\_\_\_\_\_  
Name of Person Contacted Total Quoted Accurate Price

Based on the contacts concerning the above items to be purchased,

I authorize CASCO INDUSTRIES on \_\_\_\_\_, 20\_\_\_\_  
(Vendor From Whom You Will Purchase)  
to supply the items or begin work for the quoted price.

Reason(s) for Selection:

LOW BID AND MET THE SPECIFICATIONS

James M Baker FIRE CHIEF \_\_\_\_\_  
Signature of Fire Chief or Other Official (title) Date

JAMES M. BAKER FIRE CHIEF \_\_\_\_\_  
Printed Name of Fire Chief or Other Official (title)

Mail to: Emergency Funding Program  
Tx. Comm. on Fire Protection  
P.O. Box 2286  
Austin, Tx 78768-2286

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. G-6

Contact – Jane Lees, City Secretary, 547-4221  
jlees@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on granting Council Member Bill L. Stephens, Position 5, an excused absence for the August 4, 2009 Regular Council Meeting.**

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**1. BACKGROUND/HISTORY**

The City of Copperas Cove City Charter Sec. 2.04. Absenteeism states: *“Any member of the council requiring absence for two (2) regular consecutive meetings, will first obtain a leave of absence at a regularly scheduled meeting.”* The Charter also states in Sec. 2.07 (b)(1)(4). Vacancies, forfeitures, filling of vacancies.: *(1) A council member or the mayor shall forfeit his/her office if he/she...(4) fails to attend two (2) consecutive regular meetings unless caused by sickness or emergency, without first having obtained a leave of absence from the council...”*

**2. FINDINGS/CURRENT ACTIVITY**

Council Member Bill L. Stephens is requesting an excused absence for the August 4, 2009 regular meeting.

**3. FINANCIAL IMPACT**

N/A.

**4. ACTION OPTIONS/RECOMMENDATION**

City staff recommends the City Council take action on the request.

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item H-1

Contact – Wanda Bunting, Director of Financial Services, 547-4221  
wbunting@ci.copperas-cove.tx.us

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SUBJECT: **Public hearing and action on an ordinance amending the 2008-09 fiscal year budget for the City of Copperas Cove.**

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#### 1. BACKGROUND/HISTORY

The 2008-09 budget was adopted on September 16, 2008, with a budget amendment approved on November 3, 2008, April 7, 2009, and May 19, 2009. According to Section 6.16(b)(1) of the Copperas Cove City Charter, in order for the City Council to amend the 2008-09 budget, it must first hold a public hearing on the proposed amendments. The Charter also provides a requirement that when fund balance is to be used to fund increases in expenditures that two public hearings be held. The proposed budget amendment does not require the use of fund balance. This public hearing is sufficient as required by the Charter.

#### 2. FINDINGS/CURRENT ACTIVITY

The General Fund requires a \$75,000 increase in revenue appropriation for ambulance fee revenue. The City's auditors requested that all expenses related to the outsourcing of the billing of EMS should be paid as an expense and not offset the ambulance fee revenue account. This budget amendment allows City staff to appropriately record the full amount of revenue in the revenue account and record the fees in a professional services expenditure account. The expenditure appropriations need to be increased by \$60,915 to cover necessary costs this fiscal year.

The budget amendment includes the following expenditure appropriation changes:

- City Manager (\$20,000)
- City Secretary \$3,990
- City Attorney \$63,130
- Information Systems \$2,777
- Non-Departmental \$11,018

The decrease in the City Manager budget is due to salary savings from the new position that was vacant at the beginning of the fiscal year. The funds that are necessary in the City Secretary department are for the codification of new ordinances. The City Attorney increase is due to additional services being requested and the payment for two attorney's services for over a three month

period. Information systems requires funds for a salary shortage and non-departmental includes an increase for the EMS billing contract, a decrease of unused merit funds, and the reallocation of contingency funds for the Document Management Output Processor and the Telephone Recording System that was included in the Draft Capital Improvement Plan.

The reimbursement resolution that was approved by City Council on May 19, 2009 will allow for \$100,000 to be returned to the General Fund after the general obligation bond debt issue for Lutheran Church Road is complete. The reimbursement to the General Fund will allow the fund to maintain ideal fund balance.

The 2008A Tax Notes – Golf Fund requires an increase in revenue and expenditure appropriations of \$133. The increase is due to interest earnings that are available and may be used to pay debt service payments along with the remaining \$2,876 of unused funds that may be used toward the debt service payment in August. By allowing the Tax Note fund to pay a portion of the debt service payment this fiscal year, over \$3,000 will be returned to the Golf Course operating fund balance at year end.

**3. FINANCIAL IMPACT**

See attached ordinance and proposed amendments.

**4. ACTION OPTIONS/RECOMMENDATION**

City staff recommends that the City Council hold a public hearing and approve Ordinance No. 2009-18, amending the fiscal year 2008-09 Budget.

**ORDINANCE NO. 2009-18**

**AN ORDINANCE APPROVING AND ADOPTING AN AMENDMENT TO THE BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2008, AND ENDING ON SEPTEMBER 30, 2009; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING A SAVINGS CLAUSE AND AN EFFECTIVE DATE.**

**WHEREAS,** The City Council desires to amend the operating budget of the municipal government of the City of Copperas Cove for the fiscal year October 1, 2008 to September 30, 2009; and

**WHEREAS,** Said budget amendments have been submitted to the City Council by the City Manager in accordance with the City Charter; and

**WHEREAS,** Public notices of public hearings upon this budget have been duly and legally made as required by City Charter and law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE:**

**SECTION I.**

That the City Council of the City of Copperas Cove ratify, approve and adopt the amendments to the budget considered for the fiscal year of October 1, 2008 to September 30, 2009, as identified in "Attachment A" of this ordinance.

**SECTION II.**

That all ordinances for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

**SECTION III.**

That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

**SECTION IV.**

That this ordinance shall take effect and be in full force and effect from and after its passage and publication according to law.

**PASSED, APPROVED AND ADOPTED** this 21st day of July 2009, at a regular called meeting of the City Council of the City of Copperas Cove, Texas, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* 551.001, et.seq., at which meeting a quorum was present and voting.

\_\_\_\_\_  
John Hull, Mayor

**ATTEST:**

\_\_\_\_\_  
Jane Lees, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Denton, Navarro, Rocha  
& Bernal, P.C., City Attorney

**CITY OF COPPERAS COVE, TEXAS**

**FISCAL YEAR 2008-09 BUDGET**

**GENERAL FUND**

**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Description	Actual FY 2007-08	Budget* FY 2008-09	Proposed Amendment	Amended Budget FY 2008-09
<b>BEGINNING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 2,279,959	\$ 2,827,839	\$ -	\$ 2,827,839
Prior Yr Enc Voided in Current Yr	53,721	-	-	-
Prior Period Adjustment	600,980	-	-	-
Unreserved, Designated	1,000,000	1,000,000	-	1,000,000
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 3,934,660</b>	<b>\$ 3,827,839</b>	<b>\$ -</b>	<b>\$ 3,827,839</b>
<b>REVENUES:</b>				
Taxes	\$ 9,978,493	\$ 10,746,164	\$ -	\$ 10,746,164
Permits & Licenses	220,202	237,874	-	237,874
Charges for Services	803,889	922,989	75,000	997,989
Fines	753,080	834,404	-	834,404
Administrative Reimbursements	1,300,500	1,250,500	-	1,250,500
Miscellaneous Revenue	483,727	524,645	-	524,645
<b>TOTAL REVENUES</b>	<b>\$ 13,539,891</b>	<b>\$ 14,516,576</b>	<b>\$ 75,000</b>	<b>\$ 14,591,576</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 17,474,551</b>	<b>\$ 18,344,415</b>	<b>\$ 75,000</b>	<b>\$ 18,419,415</b>
<b>EXPENDITURES:</b>				
City Council (21)	\$ 30,252	\$ 42,240	\$ -	\$ 42,240
City Manager (22)	199,730	285,412	(20,000)	265,412
City Secretary (23)	133,462	163,182	3,990	167,172
City Attorney (24)	133,273	155,062	63,130	218,192
Finance (Incl. Purchasing) (31)	550,358	653,360	-	653,360
Human Resources (34)	177,876	240,671	-	240,671
Information Systems (35)	194,775	239,238	2,777	242,015
Municipal Court (41)	333,868	351,155	-	351,155
Police (42)	4,057,023	4,762,190	-	4,762,190
Public Affairs Office (4250)	52,716	115,389	-	115,389
Animal Control (43)	204,901	240,896	-	240,896
Fire/EMS (44)	3,020,474	3,214,345	-	3,214,345
Emergency Management (4420)	6,588	17,443	-	17,443
Engineering (51)	135,701	169,259	-	169,259
Building Development (52)	285,707	274,844	-	274,844
Streets (53)	1,040,458	819,582	-	819,582
Parks and Recreation (54)	895,698	1,030,046	-	1,030,046
Fleet Services (55)	232,269	253,226	-	253,226
Public Works (56)	39,508	-	-	-
Facility Maintenance (57)	166,506	111,119	-	111,119
Planning (61)	156,602	212,447	-	212,447
Library (71)	517,844	533,921	-	533,921
Code & Health (72)	155,274	219,902	-	219,902
Non-Departmental (75)	494,013	666,389	11,018	677,407
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,214,876</b>	<b>\$ 14,771,318</b>	<b>\$ 60,915</b>	<b>\$ 14,832,233</b>
<b>ENDING FUND BALANCE:</b>				
Unreserved, Undesignated	\$ 3,259,675	\$ 2,573,097		\$ 2,587,182
Unreserved, Designated	1,000,000	1,000,000		1,000,000
<b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 4,259,675</b>	<b>\$ 3,573,097</b>	<b>\$ 14,085</b>	<b>\$ 3,587,182</b>
<b>IDEAL FUND BALANCE</b>	<b>\$ 3,303,719</b>	<b>\$ 3,692,830</b>	<b>\$ 15,229</b>	<b>\$ 3,708,058</b>
<b>OVER (UNDER) IDEAL FUND BALANCE</b>	<b>\$ 955,956</b>	<b>\$ (119,733)</b>	<b>\$ (1,144)</b>	<b>\$ (120,876)</b>

\*This budget reflects a 2008-09 budget amendment that was approved by City Council on November 3rd, April 7th, and May 19th.

## NOTICE OF PUBLIC HEARING

On July 21, 2009, during a Regular City Council Meeting, the City Council of the City of Copperas Cove will hold a public hearing on the ordinance to amend the FY 2008-09 Budget for the City of Copperas Cove. The July 21, 2009 City Council Meeting will begin at 7:00 pm and will be held in the City Council Chambers at City Hall, 507 South Main Street, Copperas Cove, Texas 76522.

The proposed amendments to the FY 2008-09 Annual Budget are as follows:

	<b>Increase (Decrease)</b>
<b>General Fund</b>	
Revenue	\$75,000
Expenditure Appropriations	\$60,915
<b>2008A Tax Notes - Golf</b>	
Revenue	\$133
Expenditure Appropriations	\$133

# City of Copperas Cove City Council Agenda Item Report

July 21, 2009

## Agenda Item No. I-1

Contact – Jane Lees, City Secretary, 547-4221  
jlees@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on rescheduling the date of the August 18, 2009 City Council/Copperas Cove Economic Development Corporation (CCEDC) Workshop to another date.**

---

### 1. BACKGROUND/HISTORY

At the June 16, 2009 Regular Council Meeting, Council Member Chuck Downard presented a list of items for discussion with the Copperas Cove Economic Development Corporation. Those items were 1) the LED sign promotional advertising contract; 2) CCEDC Development Guidelines; 3) CCEDC Bylaws; and 4) a review of the directors' terms. A motion was made, and passed unanimously, to hold the workshop on August 18, 2009 at 6:00 p.m.

### 2. FINDINGS/CURRENT ACTIVITY

During the month of August, the City will be holding many workshops in preparation for the 2010 budget. City staff has determined that there is already a budget workshop scheduled for August 18, 2009 at 6:00 p.m.

The City Secretary contacted the CCEDC to find another date agreeable with them. It appears at this time that a workable date would be Thursday, August 20, 2009.

### 3. FINANCIAL IMPACT

None.

### 4. ACTION OPTIONS/RECOMMENDATION

City staff recommends rescheduling the Joint Workshop with CCEDC to August 20, 2009 at 6:00 p.m., or to another date the City Council chooses.

# City of Copperas Cove City Council Agenda Item Report

July 21, 2009

## Agenda Item No. I-2

Contact – Wanda Bunting, Director of Financial Services, 547-4221

wbunting@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action to set a public hearing on City Manager's Proposed Budget for the 2009-2010 fiscal year.**

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### 1. BACKGROUND/HISTORY

Section 6.06 of the City Charter requires the City Council to fix the time and place of a public hearing on the budget at the meeting of the council at which the proposed budget is submitted. Furthermore, section 102.006 of the Local Government Code requires the governing body of a municipality hold a public hearing on the proposed budget allowing any taxpayer of the municipality the opportunity to attend and participate in the hearing. Section 102.006 also requires the governing body set the hearing for a date occurring after the 15<sup>th</sup> day after the date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy.

### 2. FINDINGS/CURRENT ACTIVITY

The City Manager's Proposed Budget for fiscal year 2009-10 was filed with the City Secretary (municipal clerk) and presented at the City Council Workshop on July 21, 2009. City staff recommends fixing the time and place for a Public Hearing on the City Manager's Proposed Budget for the 2009-10 fiscal year on August 6, 2009 at 7:00 p.m. at City Hall 507 S. Main Street Copperas Cove, Texas. Upcoming workshops are scheduled for July 28, 2009, July 30, 2009, August 4, 2009 and August 6, 2009 to discuss the Proposed Budget.

### 3. FINANCIAL IMPACT

None.

### 4. ACTION OPTIONS/RECOMMENDATION

City staff recommends that the City Council schedule a Public Hearing on the City Manager's Proposed Budget for the 2009-10 fiscal year for August 6, 2009 at 7:00 p.m. at City Hall, 507 S. Main Street, Copperas Cove, Texas.

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. I-3

Contact – Wanda Bunting, Director of Financial Services, 547-4221  
wbunting@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on authorizing the release of funds from the Hotel Occupancy Tax Fund to the Copperas Cove Chamber of Commerce to satisfy the quarterly installment due for period ending June 30, 2009.**

---

#### 1. BACKGROUND/HISTORY

During the FY 2008-09 budget process, the Copperas Cove Chamber of Commerce submitted a funding request in the amount of \$150,000. On September 16, 2008 the FY 2008-09 Budget was adopted by City Council. On October 21, 2008, the City Council approved an amended Publicity and Tourism Agreement between the City of Copperas Cove and the Copperas Cove Chamber of Commerce. The said agreement requires payments to be made in quarterly installments at the end of each fiscal quarter after a quarterly update is presented by the Copperas Cove Chamber of Commerce.

#### 2. FINDINGS/CURRENT ACTIVITY

The Copperas Cove Chamber of Commerce is scheduled to give a presentation update on July 21, 2009 providing a quarterly tourism financial report accompanied by performance measurement reporting. This is required prior to distribution of funds as stated in the Publicity and Tourism Agreement.

#### 3. FINANCIAL IMPACT

Total expenditures of \$150,000 were approved in FY 2008-09 Budget through the Hotel Occupancy Tax Fund to satisfy the quarterly installments in the amount of \$37,500.

#### 4. ACTION OPTIONS/RECOMMENDATION

City staff recommends that City Council authorize the release of funds in the amount of \$37,500 from the Hotel Occupancy Tax Fund to the Copperas Cove Chamber of Commerce to satisfy the quarterly installment due for period ending June 30, 2009.

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. I-4

Contact – Wanda Bunting, Director of Financial Services, 547-4221  
wbunting@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on authorizing the release of funds from the Hotel Occupancy Tax Fund to the Boys and Girls Club of Copperas Cove.**

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#### 1. BACKGROUND/HISTORY

During the FY 2008-09 budget process, the Boys & Girls Club of Copperas Cove submitted a funding request in the amount of \$13,000 to cover expenditures associated with “Music at the Gap”. On September 16, 2008 the FY 2008-09 Budget was adopted by City Council.

#### 2. FINDINGS/CURRENT ACTIVITY

Instruction was provided during the budget process that upon presentation of receipts (invoices), and proof of payment, the Boys & Girls Club of Copperas Cove could seek reimbursement from the City of Copperas Cove’s Hotel Occupancy Tax Fund for expenditures incurred as a result of “Music at the Gap”.

On March 26, 2009, the City of Copperas Cove released \$899.30 to cover advertising at the Kerrville Folk Festival for all three “Music at the Gap” events which are scheduled to be held on June 20, 2009, July 18, 2009, and August 8, 2009.

On May 5, 2009, the City of Copperas Cove released \$1,000 to cover the deposit for the performer at the August 8, 2009 “Music at the Gap” event.

Currently, the City of Copperas Cove is presented with a request for \$3,826.34 with receipts and proof of payments to cover the performers, sound and light equipment at the June 20, 2009 “Music at the Gap” event. The request also includes funds for website changes, posters, tickets, and advertising. On July 7, 2009 an agenda item to release funds totaling \$3,826.34 was postponed by a vote of the governing body until a representative was present to provide answers to the governing body’s questions. As such, a report from the Boys and Girls Club is included on the July 21, 2009 Council Agenda.

**3. FINANCIAL IMPACT**

The City received a request for \$3,826.34 of the \$13,000 approved in the FY 2008-09 Hotel Occupancy Tax Fund budget to reimburse expenditures incurred for "Music at the Gap".

**4. ACTION OPTIONS/RECOMMENDATION**

City staff recommends that City Council authorize the release of funds in the amount of \$3,826.34 from the Hotel Occupancy Tax Fund to the Boys & Girls Club of Copperas Cove.

Wanda: FYI

Mail Reimbursement Check to Club House address:

**Boys & Girls Club of Copperas Cove  
1306 S. FM 116  
Copperas Cove, TX 76522**

(same telephone number for the Club)

By the way, 1216 Phil Avenue is still a club site; just not the mail address any longer.

Reimbursement request total from HOT: \$3,826.34

Thanks -



**Francie Charles**

*Resource Development Director*  
Boys & Girls Clubs of Central Texas

304 W. Ave B  
Killeen, TX - 76541

254.699.5808  
254.371.4550 Cell  
254.699.5692 Fax  
fcharles@bgctx.org  
<http://www.bgctx.org>

**THE POSITIVE PLACE  
FOR KIDS**



COPY

# Skeletour LLC

2810 South First Street, Suite 201 – Austin, Texas 78704  
Telephone: 512-646-4986 Fax: 512-597-8895

THIS CONTRACT for the services of the music and/or entertainment described below made this January 26, 2009  
Between the undersigned Purchaser of music and/or entertainment (Herein called Purchaser) and the undersigned Artist(s) (plus any accompanying musicians and/or entertainers) as described below, an independent contractor(s), hereinafter called Artist. It is hereby mutually agreed between the parties hereto as follows: The Purchaser hereby engages the Artist and the Artist hereby agrees to perform the engagement hereinafter provided with all of the terms and conditions herein set forth:

Agreement #: 1086

- 1. NAME OF ARTIST: Guy Forsyth Band
- 2. PLACE OF ENGAGEMENT: Ogletree Gap Park - Music at the Gap  
Venue Website: <http://www.musicatthegap.org>
- 3. ADDRESS OF ENGAGEMENT: 1878 Post Office Rd., Copperas Cove, TX 76522
- 4. VENUE PHONE: 254-547-5578 Advance Tickets?: N/A Available Where?: N/A  
Purchaser Contact: Francie Charles  
Purchaser Phone: 254-371-4550  
Purchaser E-mail: [fcharles@cbgclub.org](mailto:fcharles@cbgclub.org)
- 5. DATE OF ENGAGEMENT: Saturday, June 20, 2009
- 6. HOURS OF ENGAGEMENT: VIP reception (not a performance -- sign autographs for VIPs) 5:30pm-7:00pm  
Performance 7:30pm-9:00pm (one 90 min set)  
Load in: TBD Sound Check: 4:00 pm Doors open: TBD

7. TYPE OF ENGAGEMENT: Concert Series  
Outdoors?: Yes (covered) An alternate site must be provided for outdoor engagements in case of rain or adverse weather. Artist to be paid RAIN or SHINE.

Sound provided by: Venue Lights provided by: Venue  
Production Contact: Purchaser please provide  
Production Phone: ?  
Production E-mail: ?

9. PRICE AGREED UPON: \$2000 + \$500 for 50 CDs at \$10/each for the VIPs + production + meals/refreshments

Ticket price: Free Capacity: 200

DEPOSIT: N/A Payable to Skeletour LLC

DUE BY: N/A

BALANCE: N/A Payable to Skeletour LLC

Balance is payable in CASH or Certified Check. Balance in full is due on the date of the engagement before performance commences.

Contract Due By: 2/16/09

10. In case of default by the purchaser: liquidated damages of the artist will be the amount stated as price agreed upon in section 7 plus reasonable attorneys fees and court costs. Deposits will be retained by the agency for service performed.

11. This contract constitutes the sole, complete and binding agreement between the Artist and Purchaser. Skeletour LLC acts only as agent, consultant or manager, and assumes no responsibility or liability as between the Purchaser and Artist.

12. The agreement of the Artist to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of God or any other legitimate conditions beyond their control. If artist is unable to perform, Skeletour LLC will take all reasonable measures to provide a suitable alternate Artist, and if no substitution is found, deposit monies will be refunded.

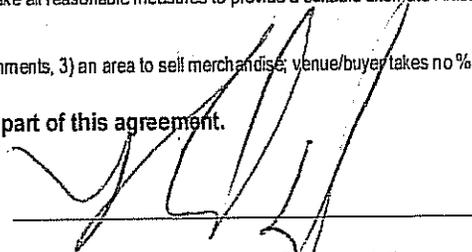
13. Additional terms and conditions:

Purchaser agrees to provide: 1) stage area with PA & lights, 2) meals and refreshments, 3) an area to sell merchandise; venue/buyer takes no % of sales.

The attached artist rider is to be signed and returned and is part of this agreement.



Signature of Purchaser  
Purchaser Contact: Francie Charles  
Purchaser Name: Boys & Girls Club  
Purchaser Address: 304 W. Avenue B  
Killeen, TX 76541



Signature of Artist or Representative  
Skeletour LLC  
Artist Tax ID: 32-0240425  
Contract received by:  
Deposit received by: n/a

copy marked

**Skeletour LLC**  
2810 South First Street, Suite 201 – Austin, Texas 78704  
Telephone: 512-646-4986 Fax: 512-597-8895

THIS CONTRACT for the services of the music and/or entertainment described below made this January 26, 2009  
Between the undersigned Purchaser of music and/or entertainment (Herein called Purchaser) and the undersigned Artist(s) (plus any accompanying musicians and/or entertainers) as described below, an independent contractor(s), hereinafter called Artist. It is hereby mutually agreed between the parties hereto as follows: The Purchaser hereby engages the Artist and the Artist hereby agrees to perform the engagement hereinafter provided with all of the terms and conditions herein set forth:

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- 2. PLACE OF ENGAGEMENT: Ogletree Gap Park - Music at the Gap  
Venue Website: <http://www.musicatthegap.org>
- 3. ADDRESS OF ENGAGEMENT: 1878 Post Office Rd., Copperas Cove, TX 76522
- 4. VENUE PHONE: 254-547-5578 Advance Tickets?: N/A Available Where?: N/A  
Purchaser Contact: Francie Charles  
Purchaser Phone: 254-371-4550  
Purchaser E-mail: [fcharles@cbgclub.org](mailto:fcharles@cbgclub.org)
- 5. DATE OF ENGAGEMENT: Saturday, June 20, 2009
- 6. HOURS OF ENGAGEMENT: VIP reception (not a performance – sign autographs for VIPs) 5:30pm-7:00pm  
Performance 7:30pm-9:00pm (one 90 min set)

Load in: TBD Sound Check: 4:00 pm Doors open: TBD

- 7. TYPE OF ENGAGEMENT: Concert Series  
Outdoors?: Yes (covered) An alternate site must be provided for outdoor engagements in case of rain or adverse weather. Artist to be paid RAIN or SHINE.

Sound provided by: Venue Lights provided by: Venue  
 Production Contact: Purchaser please provide  
 Production Phone: ?  
 Production E-mail: ?

- 9. PRICE AGREED UPON: \$2000 + \$500 for 50 CDs at \$10/each for the VIPs + production + meals/refreshments

Ticket price: Free Capacity: 200  
 DEPOSIT: N/A Payable to Skeletour LLC  
 DUE BY: N/A  
 BALANCE: N/A Payable to Skeletour LLC

Balance is payable in CASH or Certified Check. Balance in full is due on the date of the engagement before performance commences.  
Contract Due By: 2/16/09

10. In case of default by the purchaser: liquidated damages of the artist will be the amount stated as price agreed upon in section 7 plus reasonable attorneys fees and court costs. Deposits will be retained by the agency for service performed.

11. This contract constitutes the sole, complete and binding agreement between the Artist and Purchaser. Skeletour LLC acts only as agent, consultant or manager, and assumes no responsibility or liability as between the Purchaser and Artist.

12. The agreement of the Artist to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of God or any other legitimate conditions beyond their control. If artist is unable to perform, Skeletour LLC will take all reasonable measures to provide a suitable alternate Artist, and if no substitution is found, deposit monies will be refunded.

13. Additional terms and conditions:  
Purchaser agrees to provide: 1) stage area with PA & lights, 2) meals and refreshments, 3) an area to sell merchandise; venue/buyer takes no % of sales.

The attached artist rider is to be signed and returned and is part of this agreement.

Francie Charles

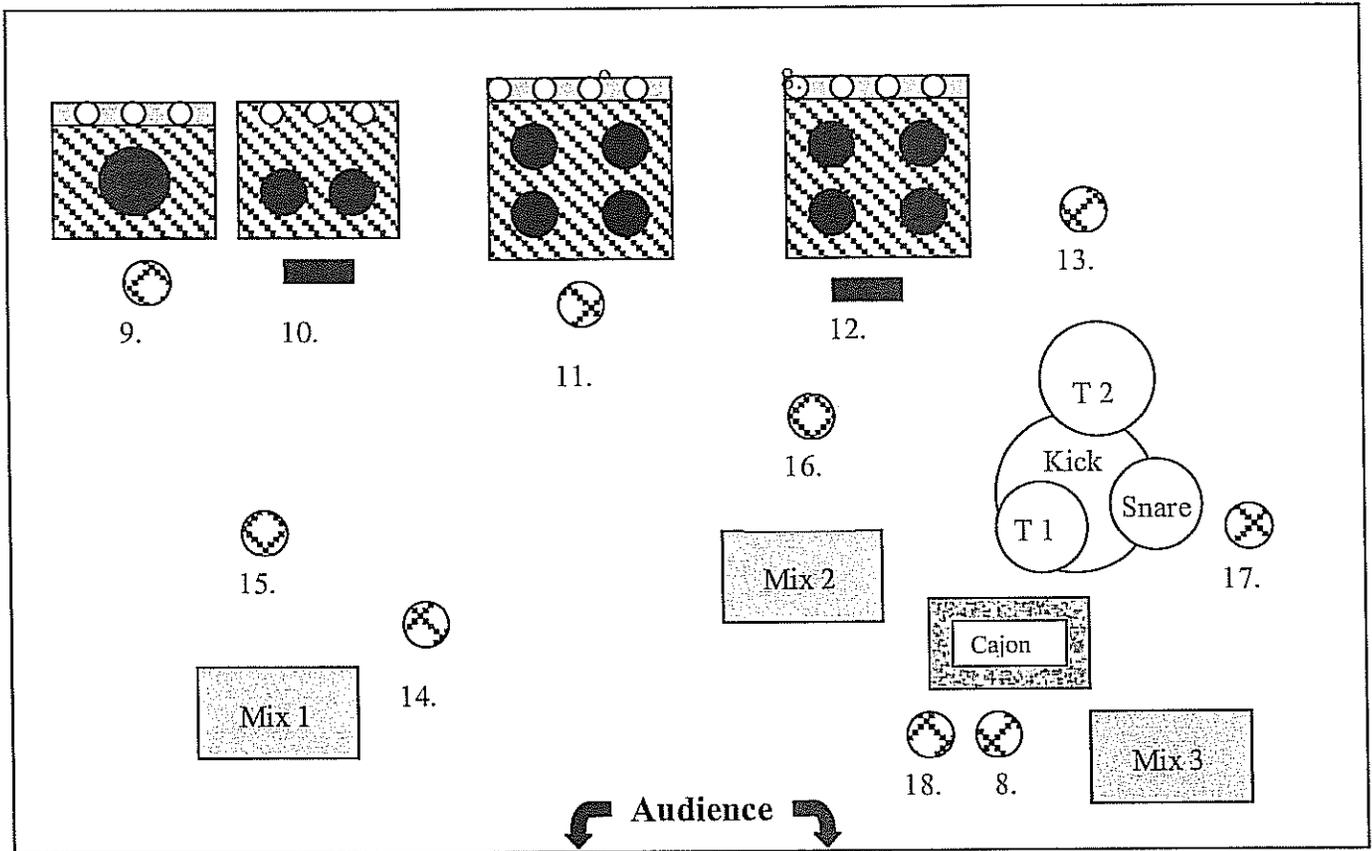
\_\_\_\_\_

Signature of Purchaser  
Purchaser Contact: Francie Charles  
Purchaser Name: Boys & Girls Club  
Purchaser Address: 304 W. Avenue B  
Killeen, TX 76541

Signature of Artist or Representative  
Skeletour LLC  
Artist Tax ID: 32-0240425  
Contract received by:  
Deposit received by: n/a

# GUY FORSYTH STAGE PLOT/ INPUT LIST

Updated 5/1/2007



## Input List

1. Kick
2. Snare
3. High hat
4. Tom #1
5. Tom #2
6. Overhead #1
7. Overhead #2
8. Cajon
9. Guitar Amp (Guitar & Harp)
10. Acoustic Guitar Amp (Guitar & Loops) DI, from back of amp

11. Guitar Amp (Loops)
12. Bass Amp, DI
13. Tuba Mic (SM58 taped into bell)
14. Saw/ Uke Mic (Short Boom Stand)
15. Guy Forsyth Vocal
16. Bass Vocal
17. Drums Vocal
18. Cajon Vocal

## Monitors

- Mix 1 = Guy Forsyth – guitar, harp, saw, ukulele (small amount of drums, bass & other vocals)
- Mix 2 = Bass, Tuba, & Bass Vocals (small amount of other vocals)
- Mix 3 = Drums, Cajon, & Drums & Cajon Vocals, Guitar Amps 10 & 11 (Loops) & Small amount of other vocals

### **Questions or Concerns?**

Ian Pierce  
 Cell #512-413-8551  
 ian.metalcore@gmail.com

**Guy Forsyth Band Contract Rider**  
**(2 pages front and back)**

Purchaser agrees to provide the following items.

If there are any problems conforming to the terms of this rider, please call:  
Ian Pierce at 512.413.8551 or Nikki Rowling at 512.569.5905.

**TECHNICAL REQUIREMENTS:**

**Minimum PA Requirements:**

1. A professional quality PA system with a minimum of 20 channels. PA power and speaker size should be appropriate to the size of the venue and the number of people attending.
  - A. If your PA is not 20 channels please indicate how many there are: \_\_\_\_\_
2. Minimum of 3 pro wedges with 3 separate monitor mixes
3. A professional sound engineer to mix sound
4. 10 power inputs must be available
  - A. 4 at least at the front of the stage for effects equipment
5. 1 regular, table-height chair with no arms for the stage (NOT a bar stool).

**Minimum Lighting Requirements:** Professional stage lighting appropriate to the size of the venue.

**Parking:** Reserved parking for one van near the venue. If more than 100ft. away purchaser must provide ground transportation.

**STAGE REQUIREMENTS;**

**A. A stage area of 24' X 16' minimum**

**B. Important: All TV's not re-broadcasting live performance must be turned off during performance (i.e. Sports, News or anything that will distract from performance).**

**PUBLICITY REQUIREMENTS**

1. No advertising of the performance may be issued in any form prior to receipt of signed contract from Artist.
2. Artist shall receive 100% billing in any and all publicity releases and paid advertisements, including but not limited to programs, flyers, signs, lobby boards and marquees.
3. Purchaser agrees to include artist performance in all standard and/or recurring publicity activities such as paid advertisements, radio ads, flyers, signs, newsletters, email lists, publicity releases, etc. Other special publicity arrangements, if any, as agreed to by both purchaser and artist representative consist of the following:  

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The following is the only acceptable way Artist shall be billed: Guy Forsyth

4. Purchaser agrees to use only publicity materials provided by Artist or a representative and further agrees that all advertising and publicity is subject to approval prior to release.
5. Purchaser will NOT permit Artist's name to be used or associated directly or indirectly with any product or service without the Artist's written consent.
6. All interviews must be cleared through Artist's representative. Only photos supplied by agent may be used for promoting the show. Artist's representative would appreciate copies of any publicity photos, reviews, etc...

**HOSPITALITY REQUIREMENTS:**

1. Bottled water on ice available from load-in to load out.
2. 8 beers on ice (Sam Adams, Shiner Bock, or premium beer).
3. Hot meals for 4 or a buy-out of \$15.00 (US Dollars) a person.
4. Food and snacks (veggies, cold cuts, cheese, fruit, crackers, chips, condiments, etc.) from load-in to load-out for any engagements that require artist presence for 6 hours or more.
5. A secure backstage area or lockable dressing room.
6. Clean hand towels, minimum of 8.

7. Internet access at venue if possible. Please indicate here if there is internet access for the tour manager to connect a laptop: \_\_\_\_\_

**MERCHANDISE:**

1. Purchaser agrees to provide a table and a lighted area for merchandise sales.
2. No commission or % will be paid to the venue for product sales.

**RECORDING:**

1. **Audio and/or video recording on and off the soundboard is permitted *only if expressly granted by artist or artist representative prior to performance through signature of release form.***
2. Any distribution of said permitted and authorized recordings must have artist's written consent.

**RELEASE:**

1. Guy Forsyth reserves the right to cancel or re-schedule this engagement with 30 days notice prior to play date in the event of a major motion picture, major television appearance, or major national or international tour.

**PERFORMANCE SPECIFICATIONS AND SHOW ADVANCE**

1. All show advance information must be made available to agency or artist representative no later than thirty (30) days prior to performance. In the event of an international or overseas performance engagement, all show advance and performance specification information must be made available to agency or artist representative no later than sixty (60) days prior to performance.

**OPENING ACTS and TIMES:**

1. Artist management and/or agent must approve all opening acts in advance. Venue is responsible for enforcing show times for opener.
  - A. Please indicate name of opening act, if any, here: \_\_\_\_\_
2. **Show time for opener:** \_\_\_\_\_
3. **Show time for Guy Forsyth:** \_\_\_\_\_

**COMPLIMENTARY TICKETS & PASSES:**

1. Press passes, free tickets, and/or guest list spots to the show must be approved in advance by Titan Music Group. Artist's representative shall control all such tickets.
2. Guest list of 10. Purchaser will provide ten complimentary tickets, passes, or guest list spots to the show for guests of band members.

**LODGING:**

1. When lodging is provided by venue, purchaser agrees to provide four (4) single hotel rooms in a clean and secure hotel with a quality level on par with a La Quinta / Red Roof Inn or better (i.e. not a Motel 6) close to the performance site. Please put rooms under Guy Forsyth and make arrangements for band to be able to have a late check-in after the performance and a late check-out the following day if possible.

Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Reservation number: \_\_\_\_\_

Late Check-In Available: Y / N

Late Check-Out Available: Y / N

**DIRECTIONS:**

1. **THIS IS IMPORTANT.** A map with directions to the venue and hotel should be included with the return of the signed contract and rider.

Signature of purchaser: \_\_\_\_\_

Date: \_\_\_\_\_

**BOYS & GIRLS CLUBS OF CENTRAL TEXAS, INC.**

THE POSITIVE PLACE FOR KIDS!

304 W AVE B  
KILLEEN, TX 76541  
(254) 699-5808

UNION STATE BANK SINCE 1928  
FLORENCE-KILLEEN-GEORGETOWN  
LIBERTY HILL-ROUND ROCK  
P.O. BOX 790 KILLEEN, TX 76540-0790  
88-1056-1149

6/18/2009

PAY TO THE ORDER OF FRANK MYER

\$\*\*500.00

Five Hundred and 00/100\*\*\*\*\* DOLLARS

FRANK MYER

*Matthew Korman*

AUTHORIZED SIGNATURE

MEMO MUSIC AT THE GAP KIDS CONCERT

⑆004102⑆ ⑆114910565⑆ ⑆27027120⑆

BOYS & GIRLS CLUBS OF CENTRAL TEXAS, INC. 4102

FRANK MYER 6/18/2009

FUND RAISING:Supplies MUSIC AT THE GAP KIDS CONCERT 500.00

UNION STATE BANK MUSIC AT THE GAP KIDS CONCERT 500.00

PERFORMER NAME: FRANK MEYER  
DATE OF EVENT: JUNE 20, 2009  
ACCESS TIME: 9:00 AM  
TIME(S) OF EVENTS: 11:00 AM – 1:00 PM

COPY

LOCATION VENUE NAME / ADDRESS:  
OGLETREE GAP PARK  
1878 POST OFFICE ROAD  
COPPERAS COVE, TX 76541

DESCRIPTION: CHILDREN'S CONCERT

GUARANTEE: \$500.00

DEPOSIT: \$0.00

PAYMENT DUE: \$500.00

SPECIAL PROVISIONS: NONE

Artist's obligations are voided in case of sickness, accidents, accidents to means of transportation, riots, strikes, epidemics, Acts of God, and acts of public authority; or any other cause beyond Artist's control. In such case there shall be no claim for damages by either party to this contract and the deposit (if any) will be refunded in full to the Presenter. It is agreed by the Presenter (Boys & Girls Clubs of Copperas Cove) and is not responsible to either party for breach of contract. Please review the payment due portion of the contract. If your Organization's procedures will delay payment, contact Artist.

PRESENTER  
BOYS & GIRLS CLUBS OF COPPERAS COVE

ARTIST  
FRANK MEYER & FRIEND

BY: FRANCIE CHARLES

x Francie Charles

304 WEST AVENUE B  
KILLEEN, TX 76541  
TELEPHONE: 254-699-5808, EXT. 107

BY: FRANK MEYER

x Frank Meyer

AUSTIN, TEXAS

**BOYS & GIRLS CLUBS OF CENTRAL TEXAS, INC.**

THE POSITIVE PLACE FOR KIDS!  
304 W AVE B  
KILLEEN, TX 76541  
(254) 699-5808

UNION STATE BANK SINCE 1928  
FLORENCE-KILLEEN-GEORGETOWN  
LIBERTY HILL-ROUND ROCK  
P.O. BOX 790 KILLEEN, TX 76540-0790  
88-1056-1149

6/18/2009

PAY TO THE ORDER OF MUSIC WORLD

\$ \*\*500.00

Five Hundred and 00/100\*\*\*\*\* DOLLARS

MUSIC WORLD

*Theresa Johnson*

AUTHORIZED SIGNATURE

MEMO SOUND & LIGHTS -MAG 06/20/2009

⑈004104⑈ ⑆114910565⑆ ⑈27027120⑈

**BOYS & GIRLS CLUBS OF CENTRAL TEXAS, INC.**

MUSIC WORLD  
FUND RAISING:Supplies

SOUND & LIGHTS -MAG 06/20/2009

6/18/2009

500.00

4104

UNION STATE BANK SOUND & LIGHTS -MAG 06/20/2009

500.00



Security features. Details on back.

**Trey Hooten  
Sound and Lights**

**Copperas Cove, TX**

Sound and Lights services will be provided for the following summer concert series (Music at the Gap) dates and times of events with corresponding payment schedule:

**June 20<sup>th</sup> 11:00 am Children's Show  
Artist: Frank Meyer & Friend**

**7:00 pm General Audience  
Artist: Guy Forsyth and Band**

**Payment: \$500.00**

**July 18<sup>th</sup> 11:00 am Children's Show  
Artist: Billy Jonas**

**7:00 pm General Audience  
Artist: Billy Jonas**

**Payment: \$500.00**

**August 8<sup>th</sup> 7:00 pm General Audience  
Artist: Albert and Gage**

**\$350**

Services include sound and lights equipment set-up and tear down, facilitating sound and lights for each of the five (5) concerts, contacting Artist's for Technical Riders on Contracts or Special Provisions.

Event Presenter  
Boys & Girls Clubs of Copperas Cove

Sound and Lights

By: Francie Charles

By: Trey Hooten

x Francie Charles

x Trey Hooten

BOYS / GIRLS CLUBS OF CENTRAL TEXAS, INC.

3929

JENNIFER E WALLACE

5/20/2009

FUND RAISING:Supplies

MUSIC AT THE GAP WEBSITE CHANGES POSTE

450.00

PAYMENT  
RECORD

UNION STATE BANK INVOICE #BG408

450.00

DELUXE CORP 1+800-328-0304 www.deluxeforms.com

# invoice

Boys and Girls Club of Coryell County  
304 W Avenue B,  
Killeen, TX 76541

INVOICE#BG408

**Project** Music at the Gap Website Changes, Posters, Ad, Media Pickup

**Start Date** APR 2009

**End Date** MAY 2009

DATE	HOURS x RATE	TOTAL
MAY 18, 2009	6 hrs. x \$75/hr	\$450.00

*First of  
2 invoices.*

Please make all checks payable to Jennifer E. Wallace.

Thank You,

Jennifer E. Wallace  
5424 Longview • Dallas, TX 75206  
214-893-0673

BOYS & GIRLS CLUBS OF CENTRAL TEXAS, INC.

3897

COVER PRINTING SIGNS & DESIGNS

5/12/2009

ADMINISTRATIVE EXPENSES:STAFF  
FUND RAISING:Supplies

BUSINESS CARDS CALVIND D. GINDY H. JUANIT  
MAG POSTERS

671.40  
297.00

PAYMENT  
RECORD

UNION STATE BANK INVOICE #53633, 53683

968.40

DELUXE CORP 1+800-328-0304 www.deluxefirms.com

\$297

# Cove Printing Signs & Designs

PO Box 11856  
Killeen, TX 76547

# Invoice

Date	Invoice #
5/11/2009	53683

Bill To
Boys & Girls Club of Central Texas 304 W. Ave B Killeen, Texas 76541

Ship To
Boys & Girls Club of Central Texas 304 W. Ave B Killeen, Texas 76541

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Jon	Due on receipt	VP	5/11/2009			

Quantity	Item Code	Description	Price Each	Amount
450	Posters	11 x 17, Full Color-Posters- 150 x 3 dates- Music at the Gap	0.66	297.00

It's been a pleasure working with you!

**Total** \$297.00

Music At the Gap



that was easy.

Low prices. Every item. Every day.  
3203 East Central TX Expresswy  
Killeen, TX 76543  
(254) 680-3405

SALE 1480343 1 001 84528  
0765 06/03/09 11:18

QTY SKU PRICE

REWARDS NUMBER 0531036010

1	SPLS LASER BUS CAR 718103073714	11.49
1	SPLS LASER BUS CAR 718103073714	11.49
-	SUBTOTAL	22.98

Standard Tax 8.25% 1.90

TOTAL \$24.88

Visa	24.88
Card No.: XXXXXXXXXXXX8625 [S]	
Auth No.: 046009	

TOTAL ITEMS 2

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[www.staples-survey.com](http://www.staples-survey.com)  
or call 1-800-890-7305

Your survey code: 0100 2123 5428 4681

\*\*\*Tome nuestra encuesta en español en  
la página del Internet o por teléfono.  
Consiga las reglas en la tienda.\*\*\*

See store for rules.  
Survey code expires 05/19/2009.

\*\*\*\*\*

*Music at the Gap*

QTY SKU PRICE

REWARDS NUMBER 0531036010

①	CARD 8.5X11 ASST B 718103095433	14.49N
①	CANON PGI-5BK BLAC 013803051209	-16.99N
①	SPLS LASER BUS CAR <i>MAG</i> 718103073714	11.49N
①	SPLS LASER BUS CAR 718103073714	11.49N
	SUBTOTAL	54.46

Tax Exempt Number 0531036010

TOTAL \$54.46

Visa 54.46  
Card No.: XXXXXXXXXXXX8642 [S]  
Auth No.: 049489

TOTAL ITEMS 4

*Printing  
+ Tickets/ Badges*

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Ask an associate for details.



# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. I-5

Contact – Andrea M. Gardner, City Manager, 547-4221  
agardner@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on adopting a resolution approving the change in the tariffs of Atmos Energy Corporation.**

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#### 1. BACKGROUND/HISTORY

On March 6, 2009 Atmos filed with the City Secretary for an increase of about \$24 million; however, the net increase was approximately \$15 million due to the termination of a charge from the 2007 Rate Review Mechanism of \$9 million. The City participated in the review of the filing as a member of the Atmos Texas Municipalities (“ATM”), a coalition of over fifty cities. ATM’s experts spent almost four months requesting information from Atmos and interviewing Atmos’ management about various cost-related issues.

#### 2. FINDINGS/CURRENT ACTIVITY

On June 10, 2009, ATM met with the Atmos negotiating team and offered to settle for a net increase of \$2.6 million. Approximately ten days later, Atmos agreed to the settlement offer. ATM also agreed to a change in the Gas Cost Recovery (“GCR”) tariff in order to allow certain costs related to financial hedging of gas costs to be included in periodic fuel adjustments and a change in the Conservation Energy Efficiency (“CEE”) tariff to allow for conservation measures up to \$1,500 per household. The program is limited to senior citizens and customers of modest means. The settlement allows for less than 18% of Atmos’ requested net increase to be implemented. The new rates would take effect on August 1, 2009. See Attachment A which shows the amended tariffs.

#### 3. FINANCIAL IMPACT

There is no direct impact on the City. For typical residential customers, the rates would increase by 15 cents per month.

#### 4. ACTION OPTIONS/RECOMMENDATION

The ATM Steering Committee recommends the adoption of the attached tariffs which have been reviewed by its rate experts. Therefore, City staff recommends adoption of Resolution No. 2009-33, approving the change in the tariffs of Atmos Energy Corporation.

**RESOLUTION NO. 2009-33**

**A RESOLUTION OF THE CITY OF COPPERAS COVE APPROVING A CHANGE IN THE TARIFFS OF ATMOS ENERGY CORPORATION, MID-TEX DIVISION (“ATMOS”) AS A RESULT OF A SETTLEMENT BETWEEN ATMOS AND THE ATMOS TEXAS MUNICIPALITIES (“ATM”); FINDING THAT THE RATES SET BY THE ATTACHED TARIFFS TO BE JUST AND REASONABLE; FINDING THAT THE MEETING COMPLIED WITH THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THE RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.**

**WHEREAS,** the City of Copperas Cove is a regulatory authority under the Gas Utility Regulatory Act (“GURA”) and under § 103.001 of GURA has exclusive original jurisdiction over Atmos Energy Corporation – Mid-Tex Division (“Atmos”) rates, operations, and services of a gas utility within the municipality; and

**WHEREAS,** the City has participated in prior cases regarding Atmos as part of a coalition of cities known as the Atmos Texas Municipalities (“ATM”); and

**WHEREAS,** pursuant to the Rate Review Mechanism (“RRM”) for 2008 Atmos filed with the City Secretary on March 6, 2009 for an increase in rates of \$24,047,441 with an offset of \$9 million at the expiration of the 2007 true-up resulting in a net increase of \$15,047,441; and

**WHEREAS,** for almost four months the experts representing ATM have been analyzing data furnished by Atmos and interviewing Atmos’ management; and

**WHEREAS,** on June 26, 2009, ATM and Atmos entered into a settlement agreement which provided for a net increase of \$2.6 million. This will cause rates to increase by 15 cents per month for a typical residential customer; and

**WHEREAS,** the net increase is approximately 17% of the total amount requested; and

**WHEREAS,** slight changes were agreed to by ATM to the Gas Cost Recovery tariff and the Conservation Energy Efficiency tariff; and

**WHEREAS,** the Steering Committee of ATM and its lawyers recommend approval of the attached tariffs, set forth as Attachment A.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS:**

**SECTION 1.**

That the statements set out in the preamble to this Resolution are hereby in all things approved and adopted.

**SECTION 2.**

The amended tariffs in Attachment A are hereby adopted to become effective on August 1, 2009.

**SECTION 3.**

This Resolution shall become effective from and after its passage.

**SECTION 4.**

A copy of this Resolution shall be sent to Atmos Mid-Tex, care of Joe T. Christian, Director of Rates, at Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1800, Dallas, TX 75204, and Jim Boyle, Counsel to ATM, at Herrera & Boyle, PLLC, 816 Congress Avenue, Suite 1250, Austin, TX 78701.

**PASSED, APPROVED, AND ADOPTED** on this 21st day of July 2009 at a regular meeting of the City Council of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et. seq., at which meeting, a quorum was present and voting.

\_\_\_\_\_  
John Hull, Mayor

**ATTEST:**

\_\_\_\_\_  
Jane Lees, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Denton, Navarro, Rocha  
& Bernal, P.C., City Attorney

# **ATTACHMENT A**

## **AMENDED TARIFFS**

<b>RATE SCHEDULE:</b>	<b>R – RESIDENTIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 29</b>

**Application**

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and Mcf charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Bill	\$ 7.00 per month
Commodity Charge – All Mcf	\$2.2707 per Mcf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Rate Review Mechanism: Plus or Minus an amount for rates as calculated in accordance with Rider RRM.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

<b>RATE SCHEDULE:</b>	<b>C – COMMERCIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 30</b>

**Application**

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 3,000 Mcf.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and Mcf charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Bill	\$ 13.50 per month
Commodity Charge - All Mcf	\$ 0.9877 per Mcf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Rate Review Mechanism: Plus or Minus an amount for rates as calculated in accordance with Rider RRM.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

<b>RATE SCHEDULE:</b>	<b>I – INDUSTRIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 31</b>

**Application**

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 3,500 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 3,500 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Meter	\$ 425.00 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.2583 per MMBtu
Next 3,500 MMBtu	\$ 0.1884 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0404 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Rate Review Mechanism: Plus or Minus an amount for rates as calculated in accordance with Rider RRM.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Curtailment Overpull Fee**

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

**Issued By:** David J. Park  
**Date Issued:**

Vice President, Rates and Regulatory Affairs

<b>RATE SCHEDULE:</b>	<b>I – INDUSTRIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 32</b>

**Replacement Index**

In the event the “midpoint” or “common” price for the Katy point listed in *Platts Gas Daily* in the table entitled “Daily Price Survey” is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company’s Tariff for Gas Service.

**Special Conditions**

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

<b>RATE SCHEDULE:</b>	<b>T – TRANSPORTATION</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 33</b>

**Application**

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer’s agent at one Point of Delivery for use in Customer’s facility.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer’s bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Meter	\$ 425.00 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.2583 per MMBtu
Next 3,500 MMBtu	\$ 0.1884 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0404 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Rate Review Mechanism: Plus or Minus an amount for rates as calculated in accordance with Rider RRM.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Imbalance Fees**

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

<b>RATE SCHEDULE:</b>	<b>T – TRANSPORTATION</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 34</b>

**Monthly Imbalance Fees**

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest "midpoint" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" during such month, for the MMBtu of Customer's monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer's receipt quantities for the month.

**Curtailement Overpull Fee**

Upon notification by Company of an event of curtailement or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailement or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

**Replacement Index**

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**Agreement**

A transportation agreement is required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

**Special Conditions**

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

<b>RIDER:</b>	<b>WNA – WEATHER NORMALIZATION ADJUSTMENT</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 45</b>

Provisions for Adjustment

The base rate per Mcf (1,000,000 Btu) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential, and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Mcf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where

- $i$  = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification
- $WNAF_i$  = Weather Normalization Adjustment Factor for the  $i^{th}$  rate schedule or classification expressed in cents per Mcf
- $R_i$  = base rate of temperature sensitive sales for the  $i^{th}$  schedule or classification approved by the entity exercising original jurisdiction.
- $HSF_i$  = heat sensitive factor for the  $i^{th}$  schedule or classification calculated as the slope of the linear regression of average sales per bill (Mcf) and actual heating degree days by month for the test year by schedule or classification and weather station as part of the RRM filing.
- $NDD$  = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.
- $ADD$  = billing cycle actual heating degree days.
- $BL_i$  = base load sales for the  $i^{th}$  schedule or classification calculated as the y-intercept of the linear regression of average sales per bill (Mcf) and actual heating degree days by month for the test year by schedule or classification and weather station as part of the RRM filing.

The Weather Normalization Adjustment for the  $j^{th}$  customer in  $i^{th}$  rate schedule is computed as:

**Issued By:** David J. Park Vice President, Rates and Regulatory Affairs  
**Date Issued:**

<b>RIDER:</b>	<b>WNA – WEATHER NORMALIZATION ADJUSTMENT</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 46</b>

$$WNA_i = WNAF_i \times q_{ij}$$

Where  $q_{ij}$  is the relevant sales quantity for the  $j$ th customer in  $i$ th rate schedule.

Filings with Entities Exercising Original Jurisdiction

As part of its annual RRM filing the Company will file (a) a copy of each computation of the Weather Normalization Adjustment Factor, (b) a schedule showing the effective date of each such Weather Normalization Adjustment, (c) a schedule showing the factors of values used in calculating such Weather Normalization Adjustment and (d) a random sample and audit of thirty (30) actual customer bills, with customer information deleted, for each rate schedule or classification to which the WNA was applied in the preceding 12 month period. To the extent that source data is needed to audit the WNA application, such data will be provided by the Company as part of the annual RRM filing.

If the RRM is discontinued, as provided in the Rider RRM tariff, the information required herein to be filed with the entities exercising original jurisdiction shall be filed on March 1 of each year.

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	Base use Mcf	Heat use Mcf/HDD	Base use Mcf	Heat use Mcf/HDD
Abilene	0.98	.0140	9.64	.0629
Austin	1.30	.0161	20.00	.0815
Dallas	1.60	.0212	20.12	.1018
Waco	1.12	.0139	11.69	.0608
Wichita Falls	1.12	.0159	11.67	.0649

Sample WNAF<sub>i</sub> Calculation:

$$.3393 \text{ per Mcf} = 2.2707 \times \frac{(.0140 \times (30-17))}{(0.98 + (.0140 \times 17))}$$

Where

$i$  = Residential Single Block Rate Schedule

$R_i$  = 2.2707 per MCF

$HSF_i$  = .0140 (Residential - Abilene Area)

**Issued By:** David J. Park  
**Date Issued:**

Vice President, Rates and Regulatory Affairs

<b>RIDER:</b>	<b>WNA – WEATHER NORMALIZATION ADJUSTMENT</b>	
<b>APPLICABLE TO:</b>	<b>All Cities designated as “Group A” on the Cities Served List</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 08/01/2009</b>	<b>PAGE: 47</b>

NDD = 30 HDD (Simple ten-year average of Actual HDD for Abilene Area – 9/15/06 – 10/14/06)

ADD = 17 HDD (Actual HDD for Abilene Area – 9/15/06 – 10/14/06)

Bl<sub>i</sub> = 0.98 Mcf (Residential - Abilene Area)

<b>RIDER:</b>	<b>GCR – GAS COST RECOVERY</b>	
<b>APPLICABLE TO:</b>	<b>All Cities Except Dallas</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 8/1/2009</b>	<b>PAGE: 68</b>

Applicable to Rate R, Rate C, and Rate I for all gas sales made by Company, and applicable to Rate R, Rate C, Rate I, and Rate T for recovery of Pipeline System costs. The total gas cost recovery amount due is determined by adding the gas cost calculated in Section (a) below and the pipeline cost calculated in Section (b) below.

The amount due for gas cost (Section (a)) is determined by multiplying the Gas Cost Recovery Factor (GCRF) by the Customer's monthly volume. For Customers receiving service under Rate R and Rate C, monthly volume will be calculated on a Mcf basis. For Customers receiving service under Rate I, monthly volume will be calculated on an MMBtu basis and the quantities will be adjusted as necessary to recover actual gas costs.

The amount due for pipeline cost (Section (b)) is determined by multiplying the Pipeline Cost Factor (PCF) by the Customer's monthly volume. For Customers receiving service under Rate R and Rate C, monthly volume will be calculated on an Mcf basis. For Customers receiving service under Rate I and Rate T, monthly volume will be calculated on an MMBtu basis and the quantities will be adjusted as necessary to recover actual gas costs.

**(a) Gas Cost**

**Method of Calculation**

The monthly gas cost adjustment is calculated by the application of a Gas Cost Recovery Factor (GCRF), as determined with the following formula:

$$\text{GCRF} = \text{Estimated Gas Cost Factor (EGCF)} + \text{Reconciliation Factor (RF)} + \text{Taxes (TXS)}$$

EGCF = Estimated cost of gas, including lost and unaccounted for gas attributed to residential, commercial, and industrial sales, and any reconciliation balance of unrecovered gas costs, divided by the estimated total residential, commercial, and industrial sales. Lost and unaccounted for gas is limited to 5%.

RF = Calculated by dividing the difference between the Actual Gas Cost Incurred, inclusive of interest over the preceding twelve-month period ended June 30 and the Actual Gas Cost Billed over that same twelve-month period by the estimated total residential, commercial, and industrial sales for the succeeding October through June billing months. The interest rate to be used is the annual interest rate on overcharges and under charges by a utility as published by the Public Utility Commission each December. The interest rate for calendar year 2009 is 2.09%.

Actual Gas Cost Incurred = The sum of the costs booked in Atmos Energy Corp., Mid-Tex Division account numbers 800 through 813 and 858 of the FERC Uniform System of Accounts, including the net impact of injecting and withdrawing gas from storage. Also includes a credit or debit for any out-of-period adjustments or unusual or nonrecurring costs typically considered gas costs and a credit for amounts received as Imbalance Fees or Curtailment Overpull Fees. Also includes any prudently incurred transaction-related fees, gains or losses and other transaction costs associated

<b>RIDER:</b>	<b>GCR – GAS COST RECOVERY</b>	
<b>APPLICABLE TO:</b>	<b>All Cities Except Dallas</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 8/1/2009</b>	<b>PAGE: 69</b>

with the use of various financial instruments that are executed by the Company for the purpose of price volatility mitigation.

Actual Gas Cost Billed = EGCF multiplied by the monthly volumes billed to Residential, Commercial and Industrial Sales customers, less the total amount of gas cost determined to have been uncollectible and written off which remain unpaid for each month of the reconciliation period.

Any amount remaining in the reconciliation balance after the conclusion of the period of amortization will be maintained in the reconciliation balance and included in the collection of the next RF.

Atmos Energy shall file annual reports with the Commission, providing by month the following amounts: Gas Cost Written Off, Margin Written Off, Tax and Other Written Off, Total Written Off, Gas Cost Collected and Margin Collected.

TXS = Any statutorily imposed assessments or taxes applicable to the purchase of gas divided by the estimated total residential, commercial, and industrial sales.

ADJ = Any surcharge or refund ordered by a regulatory authority, inclusive of interest, divided by the estimated total residential, commercial, and industrial sales is to be included as a separate line item surcharge.

**(b) Pipeline Cost**

**Method of Calculation**

Each month, a Pipeline Cost Factor (PCF) is calculated separately for each Pipeline Cost Rate Class listed below. The formula for the PCF is:

PCF = PP / S, where:

PP = (P - A) x D, where:

P = Estimated monthly cost of pipeline service calculated pursuant to Rate CGS

D = Pipeline service allocation factor for the rate class as approved in the Company's most recent rate case, as follows:

<b>Pipeline Cost Rate Class</b>	<b>Allocation Factor (D)</b>
Rate R - Residential Service	.634698
Rate C - Commercial Service	.302824

**Issued By:** David J. Park  
**Date Issued:**

Vice President, Rates and Regulatory Affairs

<b>RIDER:</b>	<b>GCR – GAS COST RECOVERY</b>	
<b>APPLICABLE TO:</b>	<b>All Cities Except Dallas</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 8/1/2009</b>	<b>PAGE: 70</b>

Rate I - Industrial Service and Rate T - Transportation Service	.062478
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A = Adjustment applied in the current month to correct for the difference between the actual and estimated pipeline cost revenue of the second preceding month, calculated by the formula:

$A = R - (C - A2)$ , where:

R = Actual revenue received from the application of the PP component in the second preceding month.

C = Actual pipeline costs for the second preceding month.

A2 = The adjustment (A) applied to the PP component in the second preceding month.

S = Estimated Mcf or MMBtu for the rate class for the current billing month.

The PCF is calculated to the nearest 0.0001 cent.

The Pipeline Cost to be billed is determined by multiplying the Mcf or MMBtu used by the appropriate PCF. The Pipeline Cost is determined to the nearest whole cent.

<b>RIDER:</b>	<b>CEE – CONSERVATION &amp; ENERGY EFFICIENCY</b>	
<b>APPLICABLE TO:</b>	<b>All Cities except Dallas</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 8/1/2009</b>	<b>PAGE: 84</b>

Purpose

Atmos Energy Mid-Tex is proposing to institute a complete Conservation & Energy Efficiency program which will offer assistance to qualified customer segments in reducing energy consumption and lowering energy utility bills. The proposal is one where Atmos Energy shareholders will fund a percentage of the allowable expenses incurred annually, with a customer rate component providing the remainder of the funding. Following is a high-level, concept summary of the proposal. Atmos Energy Mid-Tex Division proposes to work with the communities it serves to develop the details of a new tariff and programs addressing conservation and energy efficiency.

Synopsis:

Voucher system to provide free energy savings materials and supplies to qualifying customers of Atmos Mid-Tex. Qualified Customers will receive up to one thousand five hundred dollars (\$1,500.00) worth of caulking, weather-stripping, sheathing, sealing, water heater blankets, related gas plumbing, and like materials, other energy saving devices such as clock-thermostats, set-back devices ("covered items") from approved suppliers / retailers including necessary labor.

Company will undertake efforts to enlist support from community groups, including its own Employee Action Program, to assist customers with installation. If it is determined that professional installation capabilities are necessary, the parties will agree on labor assistance amounts.

Eligibility

Low Income – Low-income rate-payers that qualify for heating bill assistance through LIHEAP and other government energy efficiency program agencies and all agencies that distribute Atmos "Share the Warmth" funds. Agencies that allocate assistance funds denote customer as Low Income, a status that lasts for one year.

Senior Citizen – Primary account holder can request eligibility through Atmos call center or web-site. Customer provides primary SSN which is verified through Social Security Administration. An account holder that is or turns 65 years old in that year becomes eligible.

Funding

Initial annual program funding will be at two million dollars (\$2,000,000). Atmos Energy shareholders will contribute one million dollars (\$1,000,000.00) to this initiative annually with ratepayers providing one million dollars (\$1,000,000.00) per year. It is proposed that the program operate on an October 1 through September 30 year, with regulatory asset/liability accounting employed by Atmos to track the difference between program funding and qualifying program expenditures. No Atmos employee labor will be charged as a program expenditure.

Administration:

A third-party administrator will coordinate qualification of customers, voucher distribution, subsequent verification and reimbursement of eligible expenditures and general program administration. Program administration expenses will be funded from the annual approved budget.

<b>RIDER:</b>	<b>CEE – CONSERVATION &amp; ENERGY EFFICIENCY</b>	
<b>APPLICABLE TO:</b>	<b>All Cities except Dallas</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 8/1/2009</b>	<b>PAGE: 85</b>

Audits will be provided all interested parties within 120 days of the end of each program year to determine effectiveness.

Report

Atmos shall file an annual report detailing cost to administer the program including the amounts paid out of the program for energy conversation assistance. The report shall also detail the number of applicants and expenditures by geographic location, including the numbers of applications rejected and accepted and reason if rejected. The report shall be filed with the Director of the Gas Services Division of the Railroad Commission within 120 days of the end of each program year and with counsel of record for municipalities served by the Mid-Tex Division.

# City of Copperas Cove

## City Council Agenda Item Report

July 21, 2009

### Agenda Item No. I-6

Contact – Andrea M. Gardner, City Manager, 547-4221  
agardner@ci.copperas-cove.tx.us

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**SUBJECT: Consideration and action on establishing the 2010 Charter Review Committee and appointing citizen members to the committee.**

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#### 1. BACKGROUND/HISTORY

The voters of Copperas Cove approved amendments to the City Charter in May of 2008. Additional amendments are warranted in various sections of the Charter. Thus, on May 19, 2009 the Mayor recommended and the governing body appointed Council Members Cheryl Meredith and Frank Seffrood along with City Attorney, Charles Zech to serve on the committee upon creation. The Boards & Commissions Recruitment Reception was held later in late May 2009 in effort to gain volunteers for various boards and committees.

#### 2. FINDINGS/CURRENT ACTIVITY

City staff is requesting the formation of the 2010 Charter Review Committee at the July 21, 2009 regular meeting. The Recruitment Reception held on May 28, 2009 provided some applicants (see attached applications) for possible selection to the committee. The importance of selecting a broad representation of citizenry for appointment as members to the committee is instrumental to the success of the charter review process. Other critical decisions for consideration when making selections for appointments include the following:

- 1) The method to be utilized for selecting the members (i.e. Mayor nominates and Council appoints or the Mayor and each Council Member makes one appointment).
- 2) The number of members to be appointed to the committee (note including Council Members and staff).
- 3) The process by which the committee shall operate and report to the governing body.
- 4) The timeline for the committee to follow regarding completion of the Charter Review Committee recommendations.

The City Attorney recommends a review process of a minimum of six months to allow sufficient review and presentation of the review. Therefore, the formation

of the committee and the appointment of members is recommended for completion by the first week of August 2009. The review is anticipated for presentation to the governing body early February 2010.

City staff also requests that, when reviewing the portion of the Charter that pertains to a specific City Department, the Committee include the Department Head in the review process.

**3. FINANCIAL IMPACT**

Minimal impact will occur due to it being included with a regular election; however, the financial impact is dependent upon the number of amendments included on the ballot.

**4. ACTION OPTIONS/RECOMMENDATION**

City staff recommends formation of the 2010 Charter Review Committee and appointment of members to the committee.



Date Received: 6-3-09 (SB)

logged

Appointment Resource Form For Volunteers
(Boards, Commissions & Committees)

Name: Teressa Hawkins Date: June 3, 2009

Address: 1508 Creek Street Copperas Cove, Texas 76522

Home Phone (254) 238-8716 Office Phone (254) 547-7571
Cell Phone (254) 458-2606 Fax Available upon request E-mail teressahawkins@gmail.com

Occupation: Finance Manager Copperas Cove Chamber of Commerce

Volunteer/Community Service: (Currently Involved) CCISD Facilities Advisory Task Force, Rabbit Fest, Military Affairs, Ogletree Gap Fest, Bike & Run Copperas Cove Events, Benevolence Committee Five Hills Fellowship, Youth Outreach Programs.
(Previously Involved) Hope Pregnancy Center Steering Committee, Children's Miracle Network, Ronald McDonald House, Community Wide Women's Gathering.

I am a supporter of my community and love working and serving in it. Community involvement is important to me and something I enjoy.

Professional Affiliations: Member Copperas Cove Chamber of Commerce

Areas of Interest: I am interested in the Charter Review Committee. I understand our City Charter can only be amended every two years. The challenge of looking for ways to modify our Charter to support the most effective and efficient operating environment for City Staff and City Council is to be taken very seriously and performed with much scrutiny, care and concern.

Education: WPHS Graduate 1988, Trinity Valley Community College, Lincoln Graduate Center (Professional Designations - Real Estate Appraiser)

I would like to be considered for the following:

- Planning and Zoning Commission
Board of Adjustment
Library Advisory Board
Keep Copperas Cove Beautiful Commission
Housing Authority
Hospital Authority
Animal Control Advisory Committee
Economic Development Corporation

X Other (fact finding or ad hoc) Charter Review Committee

It is my desire to serve my community. While I am very interested in the Charter Review Committee, I would be happy to serve where needed.

# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

**received**  
6/22/09 J. Jones  
logged

Please attach your resume (optional).

Board Preference 1: Charter Review

Board Preference 2: \_\_\_\_\_

Name: Robert Reeves

Street Address: 2507 Freedom Lane

City Resident: 14 years Personal E-Mail: Tarsey@embargoMail.com

Primary Phone: 254-770-6134 Home Fax: \_\_\_\_\_

Profession: IT enge. President & COO

Business Name: Mc Lane Advanced Technology

Business Address: 4001 Central Pointe Parkway

City: Temple State TX Zip: 76504

Business Phone: 254-771-6388 Business Fax: \_\_\_\_\_

Business E-Mail: robert.reeves@mcLANE.net.com

Experience or Special Knowledge applicable to City board or commission function:  
Chamber of Commerce Board member; City Council man's  
Mayor Pastern.

Civic Activities/Professional Affiliations President Killen Heights Rotug. 2005-2006  
El Paso lodge 150 AFAM; life member VFW. Order of St. George  
& St. Martin.

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

[Signature]  
Signature

6/22/09  
Date

Please return completed application and resume to:  
City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221





## **ROBERT LINGNER REEVES BIOGRAPHY**

Robert L. Reeves is a native of the Lone Star State, born and raised in Houston, Texas. Bob graduated from Texas A&M University with a degree in History and received a commission from the University in 1977 as an Armor Officer. He served in a variety of positions in Korea with the 2<sup>nd</sup> Infantry Division, Ft. Bliss with the 3<sup>rd</sup> ACR, Fort Knox, Berlin, Germany with the Berlin Bde and the US Command Berlin, and 3AD in Germany. During Desert Storm, he transferred to the Quarter Master Corps serving as the Support Operations Officer and Executive Officer for the 54<sup>th</sup> Support Battalion. As a Quarter Master Officer he served at 3<sup>rd</sup> Army as the Chief of Log Operations during the Somalia operation and in III Corps in a variety of Logistical positions culminating in 1997 as the G4 for III Corps prior to retirement. Bob's awards include the Legion of Merit, Bronze Star; Meritorious Service Medal with 3 Oak Leaf Clusters; the Army of Occupation Medal; The Armor Association's Order of St. George bronze medal; and The Quartermasters Association's Order of St. Martin.

Since his retirement from the Army, Bob has utilized his military experience to advance in positions in the private sector that often involved projects for the Army. Working for GRCI he was an SME for the initial phases of the GCSS-Army program providing a conduit to the test bed for the Army. Later GRCI selected him to become the site manager and shortly after, AT&T Federal Systems test site at Ft. Hood. He was responsible for resourcing the facility as well as its design and construction. During his term with AT&T, he grew the operation from two to eighteen employees.

EER systems, and afterward L3 Communications then selected him for the position of Project Manager for Logistics Information Systems. In this capacity, he operated the Project Manager's test and integration facility at Fort Hood. During his tenure as project manager, Bob increased his footprint from a staff of eighteen to forty and established a worldwide Customer Support network for the PM's office that has become the standard for Log Support networks.

In January 2004 Bob accepted the position of Chief Operating Officer at McLane Advanced Technologies. Since its inception, the company has grown to over three-hundred employees in three states and has produced the Standard Army Maintenance

System-Enhanced, a project that was completed ahead of schedule and under budget. In addition, the Army testing process was accomplished in record time with a success rating of 99.9 of CMF's during the acceptance test. In March of 2006, Bob was promoted to the position of President of McLane Advanced Technologies where at this time he leads a team of professionals in providing technology solutions to numerous customers.

Bob is married to Susan McGary from Hardinsburg, KY. Their 2 sons, John and Robert, attend Tarelton State University in Stephenville, TX. John is enrolled in ROTC and hopes to join a Commission in the Armor Corps. Robert is a freshman studying Business. Bob has served as Mayor Pro Tem of Copperas Cove. He is the past President and member of the Killeen Heights Rotary Club.

RECEIVED  
7/14/09 Glee

Application for the  
2007 Charter Review Committee

received  
7/14/09 Glee  
Re-activate

Name BILLYE (BILL) MINTON  
Address 1407 POMY EXPRESS, COPPERAS COVE, TX 76522  
Home Phone 547 5585 Office Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail brmint@juno.com  
Occupation RETIRED

List your past/current experience on boards/commissions or any volunteer work/community service you have done  
WRITING ALARM ORDINANCE FOR CITY COMMITTEE  
COMPREHENSIVE PLANS COMMITTEE  
CHAIRMAN OF THE BOARD COPPERAS COVE HOUSING AUTHORITY

Professional Affiliations TEXAS RETIRED TEACHERS ASSOC. POWN EXCHANGE  
club.

Educational Background 3 YRS COLLEGE

Tell us why you wish to serve on the Charter Review Committee and what specific qualifications or talents you would bring to this committee.

AS YOU CAN SEE I HAVE SERVED ON COMMITTEES BEFORE AND BELIEVE I CAN CONTRIBUTE TO THE CHARTER WHICH WILL HELP GUIDE THE MAYOR, CITY COUNCIL & EMPLOYEES AS THEY ENDEAVOR TO DO WHAT IS BEST FOR OUR CITY.

received  
7/10/07 Jlees

Application for the  
2007 Charter Review Committee

received  
7/14/09 Jlees  
re-activate

Name JAMES W. SCHMITZ  
Address 1324 EAGLE TRAIL CC  
Home Phone 547-7384 Office Phone - Mobile Phone 289-6014  
Fax - E-mail JSCHMITZ3@HOT.RP.COM  
Occupation Semi-Retired Banker.

List your past/current experience on boards/commissions or any volunteer work/community service you have done 4 years planning & zoning commission

10 years Copperas Cove City Council (last 4 years as Mayor)

Past President of Copperas Cove Chamber of Commerce  
Current Board Member of Copperas Cove Chamber,

Hospital  
Metroplex<sup>^</sup> Foundation, Central Texas Housing Finance Corp.  
Board, CC Industrial Foundation, AUSA and CC QB Club

Educational Background BS in Physics - Saint Mary's Univ.  
MS in Management - American Tech. Univ.

Tell us why you wish to serve on the Charter Review Committee and what specific qualifications or talents you would bring to this committee.

\* The charter is the basic document for the operation of a city.  
It is a living document that can be changed, but proposed changes  
must be carefully analyzed for short and long term implication  
I want my input to reflect what is best for the efficient,  
daily operation of the city.  
\* In my opinion my past and current service on city and  
community boards qualifies me to serve on this committee  
\* I consider myself a team player and consensus builder.

Please return this form along with a resume to: Jane Lees, City Secretary, P.O. Drawer 1449,  
50 South Main Street, Copperas Cove, TX 76522.

This form may also be faxed to: 254-547-5116. If you have any questions please call the City Secretary at 254-547-4221, ext. 237,  
or e-mail to

# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

received  
7/15/09  
logged ✓

Please attach your resume (optional).

Board Preference 1: Charter Review Committee

Board Preference 2: \_\_\_\_\_

Name: Frank Di Muccio

Street Address: 2314 E Hwy 190

City Resident: \_\_\_\_\_ years Personal E-Mail: \_\_\_\_\_

Primary Phone: 254-547-5224 Home Fax: \_\_\_\_\_

Profession: Business Owner

Business Name: Cove Feed & Seed

Business Address: 2314 E Hwy 190

City: Copperas Cove State TX Zip: 76522

Business Phone: 254-547-5224 Business Fax: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Experience or Special Knowledge applicable to City board or commission function:  
Served on EDC Board & Charter Commission

Civic Activities/Professional Affiliations \_\_\_\_\_

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

Frank Di Muccio  
Signature

15 July 09  
Date

Please return completed application and resume to:  
City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221



# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

**RECEIVED**

BY 8B DATE 7-15-09

logged

Please attach your resume (optional).

Board Preference 1: Charter Review Committee

Board Preference 2: \_\_\_\_\_

Name: Garney Bray

Street Address: 301 Ridge 57

City Resident: 9 years Personal E-Mail: Garneyb1@aol.com

Primary Phone: 762-7611 Home Fax: 547-7611

Profession: Ret Army

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: Copperas Cove State Tx Zip: 76522

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Experience or Special Knowledge applicable to City board or commission function:  
\_\_\_\_\_  
\_\_\_\_\_

Civic Activities/Professional Affiliations \_\_\_\_\_  
\_\_\_\_\_

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

Garney Bray 7-15-09  
Signature Date

Please return completed application and resume to:  
City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221



# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

**received**  
7/15/09  
logged

Please attach your resume (optional).

Board Preference 1: CHARTER REVIEW

Board Preference 2: EDC

Name: KENNETH R. SMITH

Street Address: 1305 HAWK TRAIL

City Resident: 22 years      Personal E-Mail: KSmith10@hotmail.com

Primary Phone: 542-5136      Home Fax: \_\_\_\_\_

Profession: RETIRED MILITARY/EDUCATOR

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Experience or Special Knowledge applicable to City board or commission function:

EXTENSIVE MANAGEMENT EXPERIENCE INCLUDING CONTRACT NEGOTIATIONS, PERSONNEL, ETC.

Civic Activities/Professional Affiliations CHAIR OF FORMER GOLF COURSE ADVISORY BOARD. FORMER MEMBER OF CHAMBER OF COMMERCE.

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

Kenneth R. Smith  
Signature

July 15, 2009  
Date

Please return completed application and resume to:  
City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221



## Resume of Kenneth R. Smith

### Personal Information:

Born: Georgetown, TX, May 18, 1932.

Married. One adult child.

### Education:

BS, Southern Oregon College, 1973

Graduate Study in Education, Southern Oregon College, 1973 – 1974

Graduate Study, Human Resources Management, Pepperdine University, 1977 – 1979

Retired from USAF 1 Feb 1972, Grade of MSgt.

### Work History:

1974 – 1987 Education Specialist for Chief of Naval Education and Training.

Progressively moved through counselor, supervisor, area supervisor, staff function and manager of voluntary education programs for US Atlantic Fleet.

1987 – 1992 Dean of Continental and Navy Campuses, Central Texas College.

After retiring from CTC I taught classes for them once or twice a year on US Navy ships under the PACE contract. Teaching areas were Management, Supervision and Adult Basic Education.



# CITY OF COPPERAS COVE VOLUNTEER APPLICATION

**RECEIVED**  
BY SB | DATE 7-20-09  
logged

The following information is required to help the City make the best possible decision regarding the selection of volunteers. The City appreciates your interest and the time you spend completing this application form. Selection of applicants as volunteers is based on a number of factors, and there is no guarantee that an applicant will be selected to volunteer.

Name: Larissa Smith Phone: (H) 254-577-5878 (W) Cell Phone: 254-290-4469

Address: 3005 Sun Temple Circle City: Copperas Cove State: Texas Zip: 76522

Email address: larissasmith8@aol.com Are you under 18 years of age: Yes  No  Date of Birth: 10 / 08 / 1968  
(Date of birth is needed for background screen to include criminal history search.)

Drivers License State and #: Texas 13500861 Social Security #: 456-51-4376

### SKILLS AND INTERESTS:

#### Education Background:

Masters Business Administration, Tarleton State University 1991; Bachelor Business Administration, 1990.

#### Previous Work Experience (Please list current and previous employers and include phone numbers and reason for

leaving): I have been a stay @ home mom for the last ten years. Any references from prior work experience would no longer be available. Previous employers include Sallie Mae, CCISD, University of Central Texas, Central Texas College, Hill Country Homes, Inc, and Donlie McMullin Real Estate.

#### Hobbies, Interests, Skills:

none

#### Previous Volunteer Experience:

I have been a volunteer with CCISD for the past four years and have accumulated 1000+ hours of service.

#### Is there a particular type of volunteer work in which you are interested?

I would like to be on the 2010 Charter Review Committee.

Are you a City of Copperas Cove resident? Yes  No

Are you a current City of Copperas Cove employee? Yes  No

If yes, list Department and Supervisor:

Have you ever been employed by the City of Copperas Cove? Yes  No

If yes, give dates of employment:

Reasons for leaving:

List names of any friends, family members, or acquaintances employed by the City of Copperas Cove:

None

TIME AVAILABLE:	Morning	Afternoon	Evening
Monday			After 6
Tuesday			After 6
Wednesday			After 6
Thursday			After 6
Friday			
Saturday/Sunday	any	any	

Do you prefer a regular commitment (i.e., 2 days/week for 4 hours) or short term projects (i.e. helping at specific functions or events)? Regular commitment - weekly or monthly

Beginning Availability Date: When needed

Ending Date: When needed

How many hours per week do you want to volunteer? (Be specific) 2 to 3 Hours/Whatever is necessary for the task.

Can you operate the listed equipment? (Check all that apply)

Copy machine  Computer  Typewriter  Calculator

Any not listed:

List all languages you speak other than English:

Are you wanting to volunteer to fulfill a requirement: Yes  No

If yes, who/what is the requirement for?

Why do you want to volunteer with the City of Copperas Cove?

Volunteering gives me an opportunity to grow as an individual and gets me out of the house.

Have you ever volunteered or applied to volunteer with the City of Copperas Cove?

Any information which you think would be helpful for us to know in correctly placing or assigning you:

Are you currently or have you ever been a party to any misdemeanor or felony criminal matter (other than minor traffic violations for which no arrest was made), in which you were charged, convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution?  Yes  No

*(Conviction will not necessarily disqualify applicant from volunteering)*

If yes, please explain:

DWI in 1993

**REFERENCES:**

Provide the names, addresses and telephone numbers for three references. Do not list relatives or previous employers.

Name	Address	Phone #	Relationship
Mrs. Jill Raney	414 Skyline Drive	254-247-6693	Friend
Mrs. Judy Wild	911 Willowbrook St.	547-6269	Friend
Mrs. Sylvia Miller	710 S. 5th	547-4530	Friend/School Principal

**EMERGENCY NOTIFICATION INFORMATION:**

1. Name: Jack Smith		Relationship: Husband	
Address: 3005 Sun Temple Circle	Copperas Cove	Texas	76522
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone: 254-577-5878	Work Phone: 254-547-9150	Cell Phone: 254-290-3132	
Comments:			
2. Name: Donlie McMullin		Relationship: FATHER	
Address: 202 S. 1st	Copperas Cove	Texas	76522
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone: 254-865-8425	Work Phone: 254-547-0172	Cell Phone: 254-681-1566	
Comments:			

*Complete only if under 18 years of age*

**PARENT / GUARDIAN CONSENT:**

\_\_\_\_\_ has my permission to work as a volunteer in the City of Copperas Cove. I understand that as a volunteer, my teenager will not get paid, but his/her services will be considered as regular work experience and that he/she will be expected to dress and conduct himself/herself appropriately.

<i>Printed Name of Parent / Guardian</i>	<i>City, State, Zip</i>	<i>Telephone Number</i>
<i>Signature of Parent / Guardian</i>		<i>Date</i>

**NOTE: Please carefully read the following statements. After you have read the statements, please sign and date in the space provided below.**

I understand that in the course of my work experience I may come into contact with confidential records and information. I agree to maintain the confidentiality of those materials and guard the private nature of that information, and to disclose such information on a need-to-know basis only.

As a volunteer, I agree to do the following:

- Complete assignments to the best of my ability; observe all staff rules and policies; maintain confidentiality of information.

The City of Copperas Cove agrees to provide the following:

- Provide me with adequate work space and supplies; evaluate my performance on a regular basis, try to provide new assignments and challenges for me; suggest an alternative placement or terminate my volunteer assignment if determined to be in the City's best interest.

I certify that the information contained in this application or other material provided to the City and in any oral statements by me are true and correct and that I have not omitted any information. I understand that false or misleading information given in my application, resume or interview(s) may disqualify me from further consideration, or if selected to volunteer, may result in the termination of my volunteer service.

I authorize investigation of all statements contained herein and authorize the references listed above to give you any and all information concerning information they may have on me, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I further authorize the City of Copperas Cove to conduct a **Criminal Background** history check as part of this volunteer application. I also agree to provide the City with any other authorization or release it needs to complete the required background investigation and to determine my suitability as a volunteer.

**I UNDERSTAND AND AGREE THAT, IF PERMITTED TO VOLUNTEER:**

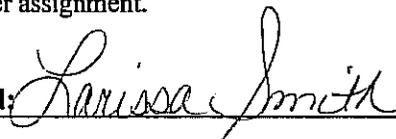
My volunteer service is for no definite period and may be terminated by the City at any time for any reason without any prior notice.

Attached to this application are select City of Copperas Cove Personnel Policies and Procedures that I agree to read, follow and abide by.

The City of Copperas Cove prohibits its Volunteers from possessing, using, purchasing or selling alcohol or controlled substances on its property, in City-owned or leased vehicles, on work sites, or at any other time while in the course of volunteering for the City of Copperas Cove. No Volunteer may be at work while under the influence of alcohol or any controlled substance. I understand that violation of this policy, or any other policies mentioned above, as well as any specific department policy given to me orally or in writing, will result in the termination of my volunteer assignment.

**Date:** July 20, 2009

**Signed:**



# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

**RECEIVED**  
BY  DATE 7-20-09  
logged

Please attach your resume (optional).

Board Preference 1: CHARTER REVIEW Com.

Board Preference 2: \_\_\_\_\_

Name: BRUCE S. BEALS

Street Address: 3228 PECAN COVE, COPPERAS COVE

City Resident: 21 years Personal E-Mail: wbeals06@YAHOO.COM

Primary Phone: 542-7736

Home Fax: \_\_\_\_\_

Profession: RETIRED

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Experience or Special Knowledge applicable to City board or commission function:

PREVIOUS TRUSTEE: CCISD, MEMBER: PLANNING + ZONING COM.

SERVED ON SEVERAL CITY AND SCHOOL BOARDS COM.

Civic Activities/Professional Affiliations \_\_\_\_\_

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.



Signature

20 July 09

Date

Please return completed application and resume to:

City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221



**City of Copperas Cove**

*"The City Built for Family Living"*

# Candidate Application for City Council-Appointed Boards & Commissions

Applications will be reviewed as vacancies arise. Information disclosed on this application or any other attached document may be disclosed in public meetings. Please print clearly.

**RECEIVED**

BY B | DATE 7-21-09  
logged

Please attach your resume (optional).

Board Preference 1: Charter Review Committee

Board Preference 2: \_\_\_\_\_

Name: Diana L. Castillo

Street Address: 1002 Bleu Spur

City Resident: 20 years    Personal E-Mail: \_\_\_\_\_

Primary Phone: 547-9256    Home Fax: \_\_\_\_\_

Profession: Education Administrator

Business Name: Central Texas College

Business Address: P.O. Box 1800

City: Killeen    State TX    Zip: 76540

Business Phone: 526-1772    Business Fax: 526-1841

Business E-Mail: diana.castillo@ctcd.edu

Experience or Special Knowledge applicable to City board or commission function:

Charter Review Committee 2008, Coryell CASA

Steering Committee, Children's Advocacy Center of

Central TX Board of Directors, GoArmyEd Advisory Committee

Civic Activities/Professional Affiliations \_\_\_\_\_

I verify that the information I have provided in this application to be true and correct. I also understand that this information may be made available to the public.

Diana L. Castillo

7/20/2009

Signature

Date

Please return completed application and resume to:

City Secretary's Office, City Hall  
507 S. Main Street, Copperas Cove, Texas  
Phone: (254) 547-4221



**City of Copperas Cove**

*"The City Built for Family Living"*

received  
7/5/09 Jlees

reactivate 7/21/09  
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Application for the  
2007 Charter Review Committee

Name JACK WINDUP

Address 2418 CAVALRY CT CC

Home Phone 547 1728 Office Phone — Mobile Phone —

Fax — E-mail jwindup@hotmail.com

Occupation RETIRED

List your past/current experience on boards/commissions or any volunteer work/community service you have done BOARD OF ADJUSTMENT, CORNELL COUNTY APPRAISAL REVIEW BOARD

Professional Affiliations —

Educational Background BS in BUSINESS w/ a few COURSES TOWARDS MY MASTERS

Tell us why you wish to serve on the Charter Review Committee and what specific qualifications or talents you would bring to this committee.

CITY NEEDS ASSISTANCE FROM ITS CITIZENS  
MY TALENTS IS MY EDUCATION PLUS 40+ YEARS  
OF ADMINISTRATIVE WORK

# City of Copperas Cove City Council Agenda Item Report

July 21, 2009

## Agenda Item No. J-2

Contact – Francie Charles, Boys and Girls Club of Copperas Cove, 547-5578  
fcharles@bgctx.org

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**SUBJECT: Boys & Girls Club of Copperas Cove Report.**

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**1. BACKGROUND/HISTORY**

The Boys and Girls Club of Copperas Cove has a Hotel Occupancy Tax Agreement with the City of Copperas Cove associated with “Music at the Gap”. The “Music at the Gap” events this year are scheduled for June 20, 2009, July 18, 2009 and August 8, 2009. It is the responsibility of The Boys and Girls Club of Copperas Cove to provide a report on revenue, expenditures, and performance measures related to these events.

**2. FINDINGS/CURRENT ACTIVITY**

See attached report for the June 20, 2009 “Music at the Gap” event.

**3. FINANCIAL IMPACT**

None.

**4. ACTION OPTIONS/RECOMMENDATION**

None.

## Music at the Gap – June 20, 2009 Review

### Boys & Girls Clubs of Copperas Cove

#### Performance Measures

Performance Measures	FY 2007 Actual	FY 2008 Projected	FY 2008 Actual	FY 2009 Projected	June, 2009 Actual
# of Hotel Rooms filled	51	75	58	80	16 *
# in Attendance	478	600	752	750	267
# of Participants	14	10	24	15	5
# of Vendors	1	1	1	1	1

**June 20<sup>th</sup>: Frank Myer & Friend (free children's concert); 48**

**Guy Forsyth Band (free general audience concert); 219 \*\***

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#### Advertising included:

Salado Village Voice

Williamson County Sun (Georgetown)

Belton Journal

Harker Heights Evening Star

Copperas Cove Leader-Press

Kerrville Folk Festival Programs and Brochures

#### Marketing included:

**Posters:** Austin, Houston, Dallas, Kerrville, Lampasas, Georgetown, Gatesville, Copperas Cove, Killeen, Fort Hood

**Business Sign Marquees** in Copperas Cove

**Donated T-Shirts:** 300 T-Shirts

**Media Attending and Covering of Event:** Channel 25 News – Waco, Copperas Cove Leader-Press and Cove Herald

**June 19<sup>th</sup>:** The Morning Buzz on KWTX (Channel 25 – Waco) came to Copperas Cove and did a live 5 minute interview with Jon Charles, Allison Shopbell and Ira Brand

\* 16 hotel rooms filled in Copperas Cove. Some had rooms from hotels/motels other than Copperas Cove.

**\*\* Tourism Survey - 219 Attendees for Evening Show + 48 for the Kid's Show = 267**

Georgetown	5
Oklahoma	4
Sherman	1
Kerrville	1
Killeen	27
Kempner	19
Austin	10
Lampasas	1
Waco	2
Dallas	4
Cometa	2
Harker Heights	1
Temple	3
Washington State	6
Copperas Cove	133
TOTAL	219

# City of Copperas Cove City Council Agenda Item Report

July 21, 2009

## Agenda Item No. J-3

Contact – Marty Smith, President, Copperas Cove Chamber of Commerce, 547-7571  
president@copperas-cove.com

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**SUBJECT:** Chamber of Commerce second quarter report for calendar year 2009.

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### 1. BACKGROUND/HISTORY

The Chamber of Commerce has an agreement with the City of Copperas Cove to promote the City and bring visitors, tourists, and new families into our City. The City in return funds part of the Chamber's Tourism Budget from the City's Hotel Motel Tax Fund. The Chamber is responsible at the end of each quarter to report to the City Council on how these funds have been used.

### 2. FINDINGS/CURRENT ACTIVITY

The Chamber of Commerce report shows the increase in visitors, dollars spent in our City, and the increase in people moving into our City to live, work, and play. The Chamber has done an outstanding job in promoting our City above and beyond the funds received from Hotel Occupancy Tax collections.

### 3. FINANCIAL IMPACT

The Chamber's Tourism Programs, active interaction with other organizations and chambers, and wide distribution of our brochures bring more dollars into the community each year.

### 4. ACTION OPTIONS/RECOMMENDATION

The Chamber of Commerce staff recommends the City Council accept the attached report that complies with the active agreement with the City of Copperas Cove.



## Copperas Cove Chamber of Commerce Hotel Motel Tax 2009 Budget vs. Actual

	2009 Chamber Budget	2009 1st Quarter Actual	2009 2nd Quarter Actual	2009 3rd Quarter Actual	2009 4th Quarter Actual	Year to Date 2009	
Advertising	35,000.00	5,319.60	14,881.94				
Bank Fees	800.00	62.00	96.76				
Bike Run Central Texas (All Exp.)*	31,000.00	1,552.74	6,968.16				
Festivals (All Expenses)*	55,025.00	187.51	30,867.55				
Gen. & Admin Svc	34,853.00	5,116.87	9,293.88				
Professional Svc	4,900.00	2,022.50	177.50				
Promotional Support	13,500.00	3,176.48	3,126.59				
Public Relations	10,875.00	132.32	667.36				
Supplies/Printing/Postage	6,800.00	1,853.00	1,436.21				
Tourism Event Entertainment	14,150.00	1,000.00	4,849.00				
Tourism Salaries	92,823.50	18,316.27	20,469.19				
<b>Chamber 2009 Budget</b>	<b>299,726.50</b>	<b>38,739.29</b>	<b>92,834.14</b>				
<b>2009 City Hotel/Motel Tax Funds Commitment</b>	<b>150,000.00</b>	<b>37,500.00</b>	<b>37,500.00</b>				
<b>Difference in Budgets</b>	<b>\$ (149,726.50)</b>	<b>\$ (1,239.29)</b>	<b>(55,334.14)</b>				

Festivals & Bike Run Central Texas\*- This does not include advertising dollars for these events; advertising dollars for these events is allocated in advertising category.

The overage in the budget is paid out of the Chamber "Operating Fund".

Tourism Event Performance Indicators		2008	2008	2009 1st Qtr	2009 2nd Qtr	2009 3rd Qtr	2009 As of 2nd Quarter	
	Participants	Hotel Rooms					Participants	Hotel Rooms
Rabbit Fest	80,000+	46		0			40280+	37
Bike/Run Central Texas	1435	274					808	444
Ogletree Gap Fest	5800	18					0	0
Other	630	172					348	80

Tourism Bureau Performance Indicators		2008 Actual	2009 Projected	2009 Actual				
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Website Hits	2077465	2776895	441490	551760				
Membership	426	432	438	388				
Relocation Requests	538	445	24	21				
Welcome Bags	7137	6500	971	700				
Visitors Bureau	4421	4200	459	491				